

Director of Media and Community
Relations

**SUFFOLK CITY COUNCIL
MEETING OF APRIL 16, 2014**



WORK SESSION

Begins at 4:00 p.m.

REGULAR SESSION

Begins at 7:00 p.m.

**SUFFOLK CITY COUNCIL
WORK SESSION**
April 16, 2014
4:00 p.m.
City Council Chamber

1. Suffolk Executive Airport Quarterly Report
- 2.* Appointments
- 3.* Economic Development Proposals – Project Diamond and Project Polka Overviews

* Proposed Items for Closed Session

AGENDA: April 16, 2014, Work Session

ITEM: Suffolk Executive Airport Quarterly Report

Staff will present the activity of the most recently completed quarter at the Suffolk Executive Airport.

SUFFOLK CITY COUNCIL AGENDA
April 16, 2014
7:00 p.m.
City Council Chamber

1. **Call to Order**
2. **Nonsectarian Invocation**
3. **Approval of the Minutes**
4. **Special Presentation** – Proclamation in recognition of “National Library Week”
5. **Removal of Items from the Consent Agenda and Adoption of the Agenda**
6. **Agenda Speakers**
7. **Consent Agenda** – An ordinance to appropriate state and local grants from the Virginia Public School Authority Technology Backpack Initiative Grant, Algebra Readiness Grant, Strategic Compensation Grant (Math), Security Grant, and Obici Wellness Grant for the City of Suffolk Public Schools
8. **Consent Agenda** – An ordinance to accept and appropriate funds from the Commonwealth of Virginia Department of Aviation for the Suffolk Executive Airport for Repair and Maintenance
9. **Consent Agenda** – An ordinance to accept and appropriate funds from the Commonwealth of Virginia Department of Aviation for the Suffolk Executive Airport for Taxiway Rehabilitation
10. **Public Hearing** – An ordinance authorizing the City Manager to execute an exchange agreement for real property with the United States of America represented by the Department of the Army involving properties located at 886 Carolina Road and 1500 Bennetts Creek Park Road in the City of Suffolk
11. **Public Hearing** – An ordinance to amend Chapter 31, Unified Development Ordinance of the Code of the City of Suffolk, by amending Article 7, Supplemental Use Regulations, Section 31-714, Sign Regulations, subsection (b)(12) Menu Boards; OA1-14
12. **Public Hearing** – An ordinance to grant a Conditional Use Permit to establish a Pawn Shop on property located at 3215 Bridge Road, Suite 1, Zoning Map 12, Parcel 12I, C6-14
13. **Public Hearing** – An ordinance to grant a Conditional Use Permit to establish an Accessory Dwelling Unit on property located at 4235 Sleepy Hole Road, Zoning Map 19, Parcel 12C; C03-14

14. **Public Hearing** – An ordinance to rezone and amend the official zoning map of the City of Suffolk, to change zoning from O-I, Office-Institutional District, to B-1, Neighborhood Commercial District for properties located at 3345 Bridge Road and 3345 Bridge Road, Units 900, 904, 908, 912, 916, 920 & 924, Zoning Map 12, Parcels 34C, 34C*9A, 34C*9B, 34C*9C, 34C*9D, 34C*9E, 34C*9F and 34C*9G
15. **Public Hearing** – An ordinance granting a Conditional Use Permit for a 144 unit multi-family garden apartment complex located at 3345 Bridge Road and 3345 Bridge Road, Units 900, 904, 908, 912, 916, 920 & 924, Zoning Map 12, Parcels 34C, 34C*9A, 34C*9B, 34C*9C, 34C*9D, 34C*9E, 34C*9F and 34C*9G
16. **Public Hearing** – A public hearing to receive public comment on the Proposed Operating and Capital Budget for Fiscal Year 2014-2015 and related Ordinances and Resolution
17. **Public Hearing** – A public hearing to receive public comment on the proposed FY 2014-2015 Annual Action Plan for the City of Suffolk Community Development Block Grant Program (CDBG) and the Western Tidewater Home Consortium Home Investment Partnership Grant Program (HOME)
18. **Ordinance** – An ordinance to amend the Code of the City of Suffolk by adding Section 82-202 to establish a personal property classification for eligible disabled veterans
19. **Resolutions**
20. **Staff Reports**
21. **Motion** – A motion to schedule a public hearing to be held on May 7, 2014, to receive public comment on changing the existing street name of Roundtree Crescent to Rountree Crescent
22. **Motion** – A motion to schedule a Work Session for May 7, 2014, at 4:00 p.m., unless cancelled
23. **Non-Agenda Speakers**
24. **New Business**
25. **Announcements and Comments**
26. **Adjournment**

Work Session of the Suffolk City Council was held in the City Council Chamber on Wednesday, March 19, 2014, at 5:00 p.m.

PRESENT

Council Members -

Linda T. Johnson, Mayor, presiding

Charles F. Brown, Vice Mayor

Michael D. Duman

Roger W. Fawcett

Jeffrey L. Gardy

Curtis R. Milteer, Sr.

Charles D. Parr, Sr.

Lue Ward, Jr. (arrive at 5:17 p.m.)

Selena Cuffee-Glenn, City Manager

Helivi L. Holland, City Attorney

Erika S. Dawley, City Clerk

ABSENT

None

2014 GENERAL ASSEMBLY SESSION UPDATE

Utilizing a PowerPoint presentation, Intergovernmental Affairs and Special Projects Manager Sherry Hunt submitted a summary of the above referenced item.

Referring to the presentation, Council Member Milteer asked about the request from the Virginia Department of Transportation to relocate its Hampton Roads Highway Construction District Office. Ms. Hunt explained that the Virginia Department of Transportation would like relocate its office from Main Street.

CLOSED MEETING

Council Member Duman, on a motion seconded by Council Member Parr, moved that City Council convene in a closed meeting for the following purposes, by the following roll call vote:

1. Pursuant to Virginia Code Section 2.2-3711(A)(1), the discussion, consideration, or interviews of prospective candidates for appointment; and the assignment, appointment, and performance of specific appointees of the City, specifically the appointments shown on the attached list; and
2. Pursuant to Virginia Code Section 2.2-3711(A)(7), consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body; and consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel, specifically concerning Saddlebrook Estates Community Association, Incorporated; and

- 3. Pursuant to Virginia Code Section 2.2-3711 (A)(3), the discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body, specifically including properties located at 1900 N. Main Street, 1700 N. Main Street, and the Point at Harbour View; and
- 4. Pursuant to Virginia Code Section 2.2-3711 (A)(5), discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community, specifically concerning Project Scissor, Project Saxophone, Project Check and Project Polka.

AYES: Council Members Duman, Fawcett, Gardy, Milteer, Parr, Ward, Brown and Johnson 8

NAYS: 0

City Council convened in Closed Meeting at 5:22 p.m. The Closed Meeting concluded at 6:23 p.m.

Teste: _____
 Erika S. Dawley, City Clerk

Approved: _____
 Linda T. Johnson, Mayor

Regular Meeting of the Suffolk City Council was held in the City Council Chamber on Wednesday, March 19, 2014, at 7:00 p.m.

PRESENT

- Council Members -
- Linda T. Johnson, Mayor, presiding
- Charles F. Brown, Vice Mayor
- Michael D. Duman
- Roger W. Fawcett
- Jeffrey L. Gardy
- Curtis R. Milteer, Sr.
- Charles D. Parr, Sr.
- Lue R. Ward, Jr.

- Selena Cuffee-Glenn, City Manager
- Helivi L. Holland, City Attorney
- Erika S. Dawley, City Clerk

ABSENT

None

CALL TO ORDER/INVOCATION/PLEDGE OF ALLEGIANCE

Mayor Johnson called the meeting to order. Vice Mayor Brown offered the Invocation and led the Pledge of Allegiance to the Flag.

FREEDOM OF INFORMATION ACT CERTIFICATION

City Clerk Dawley presented a resolution certifying the Closed Meeting of March 19, 2014, pursuant to Section 2.2-3712 of the Code of Virginia (1950), as amended.

Council Member Milteer, on a motion seconded by Council Member Fawcett, moved that the resolution be approved, as presented, by the following vote:

AYES:	Council Members Duman, Fawcett, Gardy, Milteer, Parr, Ward, Brown and Johnson	8
NAYS:	None	0

A RESOLUTION OF CERTIFICATION OF THE CLOSED MEETING OF MARCH 19, 2014, PURSUANT TO SECTION 2.2-3712 OF THE CODE OF VIRGINIA (1950), AS AMENDED

APPROVAL OF THE MINUTES

Council Member Gardy, on a motion seconded by Council Member Fawcett, moved to approve the minutes from the February 19, 2014, Work Session and Regular Meeting, as presented, by the following vote:

AYES:	Council Members Duman, Fawcett, Gardy, Milteer, Parr, Ward, Brown and Johnson	8
NAYS:	None	0

SPECIAL PRESENTATIONS

There were no items under this portion of the agenda.

REMOVAL OF ITEMS FROM THE CONSENT AGENDA AND ADOPTION OF THE AGENDA

Mayor Johnson asked if any members of City Council wished to remove any of the Consent Agenda items for separate action. She also advised that an item needed to be added to the Consent Agenda – a resolution directing the City Manager to assist the Virginia Department of Transportation by providing administrative, procurement and financial support of the City and Virginia Department of Transportation’s joint efforts to identify alternative solutions to relocate the Virginia Department of Transportation Hampton Roads Highway Construction District Office. Referring to the distributed handout, City Manager Cuffee-Glenn submitted a review of the resolution.

Hearing no requests for removal of any items, Mayor Johnson advised that a motion was in order at this time to amend the agenda as outlined and adopt the remainder of the agenda as presented.

Council Member Milteer, on a motion seconded by Council Member Gardy, moved to add the above referenced item to the Consent Agenda and adopt the remainder of the agenda as presented, by the following vote:

AYES:	Council Members Duman, Fawcett, Gardy, Milteer Parr, Ward, Brown and Johnson	8
NAYS:	None	0

AGENDA SPEAKERS

There were no speakers under this portion of the agenda.

CONSENT AGENDA

City Clerk Dawley presented the following Consent Agenda items:

Consent Agenda Item #7 - An ordinance to accept and appropriate a grant from the Virginia Office of Emergency Medical Services Virginia Department of Health for the Suffolk Department of Fire and Rescue

Consent Agenda Item #8 - A resolution authorizing the City Manager to amend the Lake Speight Neighborhood Sewer Improvements Project Engineering Agreement

Consent Agenda Item #9 - A resolution directing the City Manager to assist the Virginia Department of Transportation by providing administrative, procurement and financial support of the City and Virginia Department of Transportation joint efforts to identify alternative solutions to relocate the Virginia Department of Transportation Hampton Roads Highway Construction District Office (This item was added to the Consent Agenda under the Removal of Items from the Consent Agenda and Adoption of the Agenda.)

Vice Mayor Brown called for a summary of Consent Agenda Item #7 - an ordinance to accept and appropriate a grant from the Virginia Office of Emergency Medical Services Virginia Department of Health for the Suffolk Department of Fire and Rescue.

Council Member Milteer asked for information on Consent Agenda Item #8 - a resolution authorizing the City Manager to amend the Lake Speight Neighborhood Sewer Improvements Project Engineering Agreement.

Referring to Consent Agenda Items #7 and #8, City Manager Cuffee-Glenn provided an overview of the background information as printed in the official agenda.

Council Member Milteer, on a motion seconded by Council Member Gardy, moved to approve the Consent Agenda, as presented, by the following vote:

AYES:	Council Members Duman, Fawcett, Gardy, Milteer, Parr, Ward, Brown and Johnson	8
NAYS:	None	0

PUBLIC HEARINGS

Public Hearing – An ordinance to rezone and amend the official zoning map of the City of Suffolk to allow the amendment of the approved proffered conditions associated with the development of the Bennetts Creek Square Traditional Neighborhood Development, located at 5550 Shoulder’s Hill Road, 311 Childress Street and 835 Bennett’s Meadows Lane, Zoning Map 12, Parcel 57 and Zoning Map 12V, Parcels TC and CIV; RZ13-13 (Conditional)

Utilizing a PowerPoint presentation, Planning and Community Development Director D. Scott Mills submitted a summary of the background information as printed in the official agenda.

John Napolitano, 1492 South Independence Boulevard, Virginia Beach, Virginia, applicant, spoke in support of the proposed ordinance as presented.

Hearing no additional speakers, the public hearing was closed.

Council Member Fawcett, on a motion seconded by Vice Mayor Brown, moved to approve the ordinance, with conditions, as presented.

Referring to the presentation, Council Member Duman queried about the size of the gazebo. Mr. Napolitano indicated that the gazebo would be between 10 to 15 by 10 to 15 feet.

Referring to the presentation, Council Member Duman sought information about any future recreational opportunities in the community. Mr. Napolitano explained that as more residents move into the neighborhood and the home owners association assumes responsibility for the area, more recreational opportunities will occur.

Referring to the presentation, Council Member Duman asked if the recreational area was open to the public. Mr. Napolitano said that the recreational area is technically open to the public; however, the home owners association would need to grant permission to use the area.

Council Member Fawcett, on a motion seconded by Vice Mayor Brown, moved to approve the ordinance, as presented, by the following vote:

AYES:	Council Members Duman, Fawcett, Gardy, Milteer, Parr, Ward, Brown and Johnson	8
NAYS:	None	0

AN ORDINANCE TO REZONE AND AMEND THE OFFICIAL ZONING MAP OF THE CITY OF SUFFOLK TO ALLOW THE AMENDMENT OF THE APPROVED PROFFERED CONDITIONS ASSOCIATED WITH THE DEVELOPMENT OF THE BENNETTS CREEK SQUARE TRADITIONAL NEIGHBORHOOD DEVELOPMENT, LOCATED AT 5550 SHOULDERS HILL ROAD, 311 CHILDRESS STREET AND 835 BENNETTS MEADOWS LANE, ZONING MAP NUMBER 12, PARCEL 57 AND ZONING MAP NUMBER 12V, PARCELS TC AND CIV; RZ13-13 (CONDITIONAL)

Public Hearing - An ordinance to grant a Conditional Use Permit to establish a Place of Worship, large, at least 6,000 square feet in the main sanctuary, located at 230 Meadow View Boulevard, Zoning Map 12V Parcel E – C32-13

Utilizing a PowerPoint presentation, Planning and Community Development Director Mills summarized the background information as printed in the official agenda.

Dr. Bobby Hill, 1518 Edlerberry Road, applicant, spoke in support of the proposed ordinance as presented.

Stuart Resor, no address given, representing self, spoke in support of the proposed ordinance as presented.

Hearing no additional speakers, the public hearing was closed.

Vice Mayor Brown, on a motion seconded by Council Member Duman, moved to approve the ordinance, with conditions, as presented, by the following vote:

AYES:	Council Members Duman, Fawcett, Gardy, Milteer, Parr, Ward, Brown and Johnson	8
NAYS:	None	0

AN ORDINANCE TO GRANT A CONDITIONAL USE PERMIT TO ESTABLISH A PLACE OF WORSHIP, LARGE, AT LEAST 6,000 SQUARE FEET IN MAIN SANCTUARY, LOCATED AT 230 MEADOW VIEW BOULEVARD, ZONING MAP 2V, PARCEL E – C32-13

Public Hearing – An ordinance to grant a Conditional Use Permit to establish a Guest Ranch on property located at 1548, 1552, and 1554 Cherry Grove Road North, Zoning Map 4, Parcels 2, 2*2*A and 2*2*B, C01-14

Utilizing a PowerPoint presentation, Planning and Community Development Director Mills gave a review of the background information as printed in the official agenda.

Whitney Saunders, 705 West Washington Street, Saunders and Ojeda, representing Richard and Janet Goldbach, applicants and property owners, spoke in support of the proposed ordinance. He also submitted two additional conditions for consideration - all amplified sound and music played outside fully enclosed buildings shall stop by 10:00 p.m. and all equipment for amplified sound and music shall be located within a tent on the patio, which is on the northwest side of the farmhouse.

Hearing no additional speakers, the public hearing was closed.

Referring to the presentation, Council Member Gardy requested clarification about the two new aforementioned conditions in the proposed ordinance. Planning and Community Development Director Mill said that the two new conditions were not included in the proposed ordinance.

Council Member Gardy, on a motion seconded by Council Member Parr, moved to approve the ordinance with conditions #1 through #6 as presented and amend the proposed ordinance to add the following two conditions: condition # 7 all amplified sound and music played outside fully enclosed buildings shall stop by 10:00 p.m. and condition #8 all equipment for amplified sound and music shall be located within a tent on the patio, which is on the northwest side of the farmhouse.

Council Member Duman made a substitute motion to approve the ordinance with conditions #1 through #6 as presented, amended the proposed ordinance to add the following three conditions: condition #7 - all amplified sound and music played outside fully enclosed buildings shall stop by 10:00 p.m.; condition #8 - all equipment for amplified sound and music shall be located within a tent on the patio, which is on the northwest side of the farmhouse; and condition #9 - the owner of the guest ranch shall reside at 1548, 1552 or 1554 Cherry Grove Road North. The motion failed for lack of a second.

Referring to the failed motion, Council Member Parr called for clarification about the legality of requiring the owner of the guest ranch to reside at 1548, 1552 or 1554 Cherry Grove Road North. City Attorney Holland explained that the conditional use permit runs with the property, even if ownership ever changes. She added that proposed condition #9 would be best addressed in the same manner that the City regulates bed and breakfasts.

Referring to the failed motion, Council Member Duman asked whether new owners could apply to have the residency condition amended, should City Council approved the proposed ordinance with condition #9 as outlined above. City Attorney Holland stated that the residency condition would be a restriction on the sale of the property.

Members of City Council opined about the proposed ordinance.

Referring to the failed motion, Mayor Johnson requested information about any properties with a similar condition requiring the owner to live on the parcel. Planning and Community Development Director Mills replied he is aware of a provision that requires owners to live on the property and generally applies to bed and breakfast facilities.

Mayor Johnson asked if the owners of the property would prefer that City Council take action tonight or continue the item to a future meeting. Mr. Saunders advised that the owners would prefer City Council take action tonight.

Council Member Gardy, on a motion seconded by Council Member Parr, moved to approve the ordinance with conditions #1 through #6 as presented and amend the proposed ordinance to add the following two conditions: condition # 7 - all amplified sound and music played outside fully enclosed buildings shall stop by 10:00 p.m. and condition #8 - all equipment for amplified sound and music shall be located within a tent on the patio, which is on the northwest side of the farmhouse., by the following vote:

AYES:	Council Members Duman, Fawcett, Gardy, Milteer, Parr, Ward, Brown and Johnson	8
NAYS:	None	0

AN ORDINANCE TO GRANT A CONDITIONAL USE PERMIT TO ESTABLISH A GUEST RANCH ON PROPERTY LOCATED AT 1548, 1552 AND 1554 CHERRY GROVE NORTH, ZONING MAP NUMBER 4, PARCELS 2, 2*2*A, 2*2*B, C01-14

ORDINANCES

There were no items under this portion of the agenda.

RESOLUTIONS

There were no items under this portion of the agenda.

STAFF REPORTS

There were no items under this portion of the agenda.

MOTIONS

Motion - A motion to schedule a Work Session for April 2, 2014, at 4:00 p.m., unless cancelled

Council Member Gardy, on motion seconded by Council Member Parr, moved to schedule a Work Session for April 2, 2014, at 4:00 p.m., unless canceled, by the following vote:

AYES:	Council Members Duman, Fawcett, Gardy, Milteer, Parr, Ward, Brown and Johnson	8
NAYS:	None	0

NON-AGENDA SPEAKERS

Bonnie Wagner, 224 Thoreau Circle, Yorktown, Virginia, representing self, spoke in support of increases in teachers’ salaries.

Chris Dove, 852 Colonel Meade Drive, representing self, opined about the Unified Development Ordinance.

NEW BUSINESS

Council Member Milteer, on a motion seconded by Council Member Parr, moved to direct City Manager Cuffee-Glenn to investigate the feasibility of changing the street name of Roundtree Crescent to Rountree Crescent and providing a report to City Council, by the following vote:

AYES:	Council Members Duman, Fawcett, Gardy, Milteer, Parr, Ward, Brown and Johnson	8
NAYS:	None	0

ANNOUNCEMENTS AND COMMENTS

Utilizing PowerPoint presentation, Media and Community Relations Manager Timothy Kelley reported on the following activities: City employee Gerald Wiggins, Jr., Department of Public Works, who recently assisted in saving the life of a resident; Suffolk Fire Department Promotional and Awards Ceremony; New Line Supervisors Course Graduation; the ongoing West Washington Street and Saratoga Street Businesses Facebook contest; Sunrise Home Care Agency and Suffolk Animal Hospital Ribbon Cuttings; Suffolk Restaurant Week; Guided Nature Walk at the Great Dismal Swamp National Wildlife Refuge; Legends of Main Street: A Suffolk Ghost Walk; East Suffolk Recreation Center Community Yard Sale; and a public hearing on the Route 58/Holland Road Corridor Improvements Project.

Council Member Fawcett advised that he attended the Suffolk Fire Department Promotional and Awards Ceremony and the American Red Cross Paint the Town Red Fundraiser.

Council Member Ward announced that he attended the American Red Cross Paint the Town Red Fundraiser and an event hosted by the Suffolk Redevelopment and Housing Authority and the Virginia Wounded Warriors Program.

Council Member Duman thanked City Assessor Jean Jackson for her recent reassessment report.

Council Member Duman congratulated Mayor Johnson on her recent profile in “Inside Business”.

Council Member Duman advised that he attended the American Red Cross Paint the Town Red Fundraiser.

Council Member Milteer opined about the Affordable Healthcare Act.

Council Member Milteer reported a drainage issue on the 2300 block of Hosier Road.

Council Member Parr expressed his appreciation to City Administration for their assistance with the West Washington Street closure.

Council Member Parr thanked the Virginia Dental Association Mission of Mercy for the recent free dental clinic.

Vice Mayor Brown reported that he attended the Suffolk Animal Hospital Ribbon Cutting and an event hosted by the Suffolk Redevelopment and Housing Authority and the Virginia Wounded Warriors Program.

Vice Mayor Brown opined about a request from residents in the Wilson Pines area for a crosswalk on Portsmouth Boulevard and Suburban Drive.

Vice Mayor Brown announced that he attended the American Red Cross Paint the Town Red Fundraiser.

Mayor Johnson reported on a meeting with representatives from the Virginia Department of Transportation regarding Route 460.

Mayor Johnson announced she attended the Sister Cities Young Artists and Authors Showcase.

Mayor Johnson encouraged residents to participate in Restaurant Week.

Mayor Johnson extended her congratulations to those who were recognized at the Suffolk Fire Department Promotional and Awards Ceremony.

Mayor Johnson thanked the Virginia Dental Association Mission of Mercy for the recent free dental clinic.

Council Member Parr, on a motion seconded by Vice Mayor Brown, moved to adjourn, by the following vote:

AYES:	Council Members Duman, Fawcett, Gardy, Milteer, Parr, Ward, Brown and Johnson	8
NAYS:	None	0

There being no further business to come before City Council, the regular meeting was adjourned at 8:46 p.m.

Teste: _____
Erika S. Dawley, City Clerk

Approved: _____
Linda T. Johnson, Mayor

AGENDA: April 16, 2014, Regular Session

ITEM: Special Presentation – Proclamation in recognition of “National Library Week”

The Suffolk Public Library has requested a proclamation in recognition of “National Library Week”, April 14th – 19th, 2014, in conjunction with this observance throughout the Commonwealth of Virginia and the United States. Events during the week include a local authors’ reception, Snapshot Virginia Day, World Book Night, National Library Worker’s Day (Tuesday, April 15th), a mobile “pop-up” library in the community and multiple youth and family service’s activities.

**Removal of Items from the Consent
Agenda and Adoption of the Agenda**

Agenda Speakers

AGENDA: April 16, 2014, Regular Session

ITEM: Consent Agenda - An ordinance to appropriate state and local grants from the Virginia Public School Authority Technology Backpack Initiative Grant, Algebra Readiness Grant, Strategic Compensation Grant (Math), Security Grant, and Obici Wellness Grant for the City of Suffolk Public Schools

The City of Suffolk Public Schools has received grants totaling \$1,120,054 from the Virginia Public School Authority Technology Backpack Initiative Grant, Algebra Readiness Grant, Strategic Compensation Grant (Math), Security Grant, and Obici Wellness Grant for Fiscal Year 2013-14

Adoption of the attached ordinance is necessary to appropriate these funds to the City of Suffolk Public School for Fiscal Year 2013-14.

BUDGET IMPACT:

No budget impact for the City of Suffolk.

RECOMMENDATION:

Adopt the attached ordinance

ATTACHMENTS:

Ordinance
Award Letters

ORDINANCE NUMBER _____

AN ORDINANCE TO APPROPRIATE STATE AND LOCAL GRANTS FROM THE VIRGINIA PUBLIC SCHOOL AUTHORITY TECHNOLOGY BACKPACK INITIATIVE GRANT, ALGEBRA READINESS GRANT, STRATEGIC COMPENSATION GRANT (MATH), SECURITY GRANT, AND OBICI WELLNESS GRANT FOR THE CITY OF SUFFOLK PUBLIC SCHOOLS

WHEREAS, the City of Suffolk Public Schools has received funds totaling \$1,120,054 from the Virginia Public School Authority Technology Backpack Initiative Grant, Algebra Readiness Grant, Strategic Compensation Grant (Math), Security Grant, and Obici Wellness Grant; and,

WHEREAS, the funds received need to be appropriated to the City of Suffolk Public School Fund Budget for Fiscal Year 2013-14.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Suffolk, Virginia, that:

1. The sum of \$1,120,054 shall be reflected as budget in the City of Suffolk Public School Fund in the Fiscal Year 2013-2014.

2. The fund amount totaling \$1,120,054 is hereby appropriated for use by the City of Suffolk Public Schools as referenced in this ordinance and the budget approved by Ordinance Number 13-O-040, as amended. The City Manager is hereby authorized and directed to do all things necessary to effectuate this action.

3. This ordinance shall be effective upon passage and shall not be published.

READ AND PASSED: _____

TESTE: _____

Erika S. Dawley, City Clerk

Approved as to Form:



Helivi L. Holland, City Attorney



October 22, 2012

Mr. Kevin Alston
Assistant Superintendent of Administrative Services
Suffolk Public Schools
100 N. Main St.
P.O. Box 1549
Suffolk, VA 23434

Partial in
Current year.
CY Spending \$14,928 ✓

RE: Grant # 383

Dear Mr. Alston,

Obici Healthcare Foundation is pleased to award Suffolk Public Schools a \$150,000 grant in Round 11 for the period 11/1/2012 through 10/31/2013. These funds are to be used solely for the Suffolk Public Schools Strategic Health Action and Wellness Plan as outlined in your grant proposal of August 2012. Your grant is considered a Program Support grant; when reporting please use the forms appropriate to the type of grant awarded.

The grant has been awarded with the understanding, based upon your representations, that Suffolk Public Schools is an organization that is exempt from income tax under Internal Revenue Code 501 (c) 3 and/or is classified as a public charity under Internal Revenue Code 509 (a) (1), (2) or (3).

Use of Foundation Funds:

You agree to use our funds exclusively for the project described in the proposal, with the stated goals, target population and region of our service area as outlined in your proposal for Round 11 funding. You further agree to not use our funds to influence legislation, to influence the outcome of any election, or to participate or intervene in any political campaign.

Reporting Requirements:

A check for 50% of the budget will be sent after the letter is signed and returned. Future release of funds is contingent upon Suffolk Public Schools providing the Foundation with Program and Expenditure reports and the Foundation approving the contents. Reports are due, by email, no later than 30 days after the end of each six month period. Your reporting schedule for each six month interval is:

Reporting Period
November 1, 2012 – April 30, 2013
May 1, 2013 – October 31, 2013

Report Due By
May 31, 2013
November 29, 2013

Payment Process:

Payments will be made 30 days after receipt and approval of program and expenditure reports. After the initial payment, payment percentages will depend on reported grant budgeted expenditures. Distribution of payment will be 50% in November 2012, 40% in July 2013 and 10% in January 2014. Report forms can be downloaded from the Foundation's website, www.obichcf.org. Failure to submit reports by the due date will delay additional grant payments and possibly jeopardize future funding to your organization.

Expenditures of Grant Funds:

The approved program cannot be modified from the original proposal without the Foundation's prior written approval. Grant funds are to be used exclusively for the line items listed in the approved budget. The Foundation must approve any budget revisions before funds are spent for purposes other than in the most recent approved budget. To request a change, a budget revision form with detailed budget narrative must be submitted.

Expenses charged against this grant may not be incurred prior to the date the grant period begins or subsequent to its termination date, and may be incurred only as necessary to carry out the purpose(s) and activities of the approved project. Unspent grant funds must be returned to the Foundation within 60 days of the grant's completion date.

Project Evaluation:

The Foundation reserves the right to discontinue, modify or withhold any payments that might be due under this grant, to require a refund of any unexpended grant funds, or both, if in the Foundation's judgment:

- Grant funds have been used for purposes other than those approved by the Foundation;
- such action is necessary to comply with the requirements of any law or regulation affecting either your organization's or the Foundation's responsibilities under the grant; or
- your organization's performance under the grant has not been satisfactory. The Foundation in its sole and absolute discretion will determine whether performance has been satisfactory.

The Foundation's judgment on these matters will be final and binding.

Your organization is required to maintain liability insurance coverage for the period of this grant. The Obici Healthcare Foundation reserves the right to audit the financial records and insurance coverage of the grantee organization at reasonable times and upon advance notice. You are also required to maintain financial records for expenditures and receipts relating to this grant and to retain this documentation for a period of two years after the grant's termination date. Your organization is required to permit the Foundation to have reasonable access to this documentation, as well as to any files, records and personnel relating to this grant during the term of the grant and for a period of two years after the grant's termination date for the purpose of program evaluation, verifications and financial audits.

Public Relations and Communications:

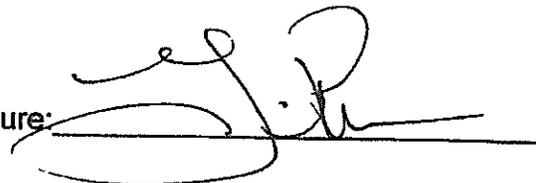
The Foundation requests that you give recognition for its support whenever appropriate. You also agree to cooperate with Foundation staff regarding request for pictures, photo opportunities or written materials for public relations purposes.

Terms:

If you accept the foregoing terms and conditions of the grant, please indicate such acceptance by signing and returning the original letter. The first scheduled grant payment will not be made until this letter of agreement is received by the Foundation. Please retain the enclosed copy for your records.

If you have any questions, please call the office at (757) 539-8810. On behalf of the Obici Healthcare Foundation, I congratulate your organization on its selection as a grant recipient and wish you success.

Obici Healthcare Foundation Authorized Signature: _____



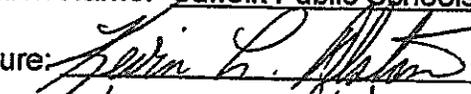
Printed Name: Gina Pitrone

Title: Executive Director

Date: 10/24/2012

Grantee Organization Name: Suffolk Public Schools

Authorized Signature: _____



Printed Name: Kevin L. Abston

Title: Assistant Superintendent

Date: 10-24-12



September 26, 2013

Mr. Kevin Alston
Assistant Superintendent of Administrative Services
Suffolk Public Schools
100 N. Main St.
P.O. Box 1549
Suffolk, VA 23434

RE: Grant # 383.01

Dear Mr. Alston,

Obici Healthcare Foundation is pleased to award Suffolk Public Schools a \$75,000 grant in Round 13 for the period 11/1/2013 through 4/30/2014. This is a six month grant. These funds are to be used solely for the Strategic Health Action and Wellness Plan project as outlined in your grant proposal of July 2013. Your grant is considered a Program Support. When reporting please use the forms appropriate to the type of grant awarded.

The grant has been awarded with the understanding, based upon your representations, that Suffolk Public Schools is an organization that is exempt from income tax under Internal Revenue Code 501 (c) 3 and/or is classified as a public charity under Internal Revenue Code 509 (a) (1), (2) or (3).

Use of Foundation Funds:

You agree to use our funds exclusively for the project described in the proposal, with the stated goals, target population and region of our service area as outlined in your proposal for Round 13 funding. You further agree not to use our funds to influence legislation, to influence the outcome of any election, or to participate or intervene in any political campaign.

Reporting Requirements:

A check for 50% of the budget will be sent after the letter is signed and returned. Future release of funds is contingent upon Suffolk Public Schools providing the Foundation with Program and Expenditure reports and the Foundation approving the contents. Reports are due no later than 30 days after the end of the below reporting periods. Grantee agrees to establish a Microedge Gifts account and process reporting through the on line portal to submit progress reports by the following dates:

May 1st - New
Letter w/
difference
already awarded.
Total \$200,000
Spending

Type of Report	Reporting Period	Report Due By
Activity & Expense Update	Nov. 1, 2013 – January 31, 2014	Feb. 15, 2014*
Final Report	Nov 1, 2013 – April 30, 2014	May 30, 2014

*Three (3) month Activity and Expense Update only

Payment Process:

Payments will be made 30 days after receipt and approval of activity and expense update and final program and expenditure reports. After the initial payment, payment percentages will depend on reported grant budgeted expenditures. Distribution of payment will be 50% in November 2013, 40% in April 2014 and 10% in July 2014. All reporting will be accessed and submitted through the online portal on the Foundation's website, www.obicihcf.org. Failure to submit reports by the due date will delay additional grant payments and possibly jeopardize future funding to your organization.

Expenditures of Grant Funds:

The approved program cannot be modified from the original proposal without the Foundation's prior written approval. Grant funds are to be used exclusively for the line items listed in the approved budget. The Foundation must approve any budget revisions before funds are spent for purposes other than in the most recent approved budget. To request a change, a budget revision form with detailed budget narrative must be submitted.

Expenses charged against this grant may not be incurred prior to the date the grant period begins or subsequent to its termination date, and may be incurred only as necessary to carry out the purpose(s) and activities of the approved project. Unspent grant funds must be returned to the Foundation within 60 days of the grant's completion date.

Project Evaluation:

The Foundation reserves the right to discontinue, modify or withhold any payments that might be due under this grant, to require a refund of any unexpended grant funds, or both, if in the Foundation's judgment:

- Grant funds have been used for purposes other than those approved by the Foundation;
- such action is necessary to comply with the requirements of any law or regulation affecting either your organization's or the Foundation's responsibilities under the grant; or
- your organization's performance under the grant has not been satisfactory. The Foundation in its sole and absolute discretion will determine whether performance has been satisfactory.

The Foundation's judgment on these matters will be final and binding.

Your organization is required to maintain liability insurance coverage for the period of this grant. The Obici Healthcare Foundation reserves the right to audit the financial records and insurance coverage of the grantee organization at reasonable times and upon advance notice. You are also required to maintain financial records for expenditures and receipts relating to this grant and to retain this documentation for a period of two years after the grant's termination date. Your organization is required to permit the Foundation to have reasonable access to this documentation, as well as to any files, records and personnel relating to this grant during the term of the grant and for a period of two years after the grant's termination date for the purpose of program evaluation, verifications and financial audits.

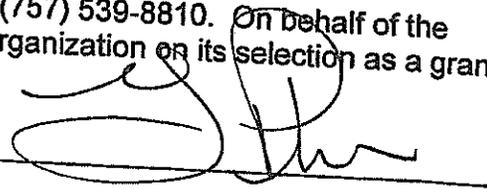
Public Relations and Communications:

The Foundation requests that you give recognition for its support whenever appropriate. You also agree to cooperate with Foundation staff regarding request for pictures, photo opportunities or written materials for public relations purposes.

Terms:

If you accept the foregoing terms and conditions of the grant, please indicate such acceptance by signing and returning the original letter. The first scheduled grant payment will not be made until this letter of agreement is received by the Foundation. Please retain the enclosed copy for your records.

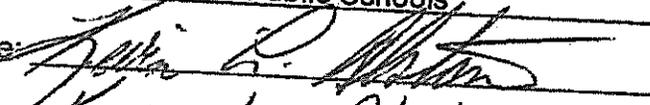
If you have any questions, please call the office at (757) 539-8810. On behalf of the Obici Healthcare Foundation, I congratulate your organization on its selection as a grant recipient and wish you success.

Obici Healthcare Foundation Authorized Signature: 

Printed Name: Gina Pitrone

Title: Executive Director Date: 9/24/2013

Grantee Organization Name: Suffolk Public Schools

Authorized Signature: 

Printed Name: Kevin L. Alston

Title: Chief of Operations Date: 9-26-13



COMMONWEALTH of VIRGINIA

Patricia I. Wright, Ed.D.
Superintendent of Public Instruction

DEPARTMENT OF EDUCATION
P.O. BOX 2120
Richmond, Virginia 23218-2120

Office: (804) 225-2023
Fax: (804) 371-2099

September 5, 2013

*Suzanne
Wendy
Jackie*

Dr. Deran R. Whitney
Division Superintendent
Suffolk City Public Schools
P. O. Box 1549
Suffolk, Virginia 23439-1549

Dear Dr. Whitney:

Congratulations on receiving a Governor's Strategic Compensation Grant. Enclosed is the Notification of Grant Award for the Strategic Compensation Grants Initiative for a grant award in the amount of \$259,974.75.

It is the intent of the General Assembly for the Department of Education, through a competitive grant, to award school divisions funding that designs and implements compensation systems for teachers to provide incentives based on each participating school division's strategic goals and objectives. The school division must meet the requirements outlined in its approved proposal.

Teachers receiving incentives under this program must be: (1) licensed to teach in Virginia and endorsed in the subject or grade level of the assignment; (2) highly qualified if teaching a federal core subject area; (3) employed under a teacher contract; (4) employed by the local school board and provide or support direct instruction; (5) evaluated using an effective system, consistent with the evaluation criteria of the Board of Education, including a weight of 40 percent on student academic progress for the summative rating; (6) rated as successful, which shall be defined as "proficient or above" in performance evaluation ratings; and (7) meet requirements as stipulated in the division's approved proposal. The maximum incentive payment to a teacher is \$5,000 per year. Payments must be prorated for teachers who have taught less than a full school year.

Incentives are taxable to the recipient, and the school division assumes the responsibility for ensuring all taxes are remitted. State funds will be provided to school divisions on a reimbursement basis for actual expenses not to exceed the grant funds awarded to the division. No more than five percent of the grant funding may be used to design and implement, as well as

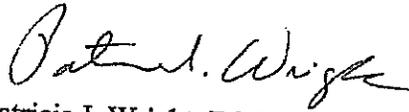
Dr. Deran R. Whitney
Page Two
September 5, 2013

administer, this compensation program, and such funding shall not exceed five percent of the final reimbursement for the year. A reimbursement form and procedures for reimbursement will be provided by the Department of Education. The Strategic Compensation Grants Initiative is funded contingent upon the availability of state funding.

Performance evaluations for participating teachers must be completed on a timeline that provides sufficient time to distribute incentive funds to teachers and submit reimbursement requests to the Department of Education no later than June 14, 2014. A fax or scanned document sent by e-mail may be accepted if all documentation and signatures are provided. The final evaluation report of the grant is due to the Department no later than August 1, 2014.

If you have any questions regarding the grant award, please do not hesitate to contact Mrs. Patty S. Pitts, assistant superintendent for teacher education and licensure, at (804) 371-2522.

Sincerely,

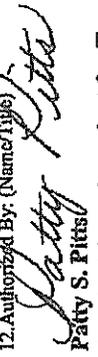


Patricia I. Wright, Ed.D.
Superintendent of Public Instruction

PIW:psp

Enclosure

NOTIFICATION OF GRANT AWARD

<p>1. Name, Address, Phone Number of Grant Recipient:</p> <p>Dr. Deran R. Whitney Division Superintendent Suffolk City Public Schools P.O. Box 1549 Suffolk, Virginia 23439-1549 Phone Number: <u>757-925-6752</u></p>	<p>2. Grant Title/Description:</p> <p>Strategic Compensation Grants Initiative</p>	<p>3. DOE Contact Person, office, and Phone Number:</p> <p>Patty S. Pitts, Assistant Superintendent Division of Teacher Education and Licensure Phone: 804-371-2522; E-mail: <u>Patty.Pitts@doe.virginia.gov</u></p>
<p>Payee Number: 127</p> <p>4.1 Grant Authority: Item 139 C. 36., Chapter 806, 2013 Acts of Assembly</p>	<p>5. Grant Award Amount:</p> <p>\$259,974.75</p>	<p>6. Grant Award Number:</p> <p>FY14SCG127</p>
<p>7. Grant Award Type:</p> <p>New <input checked="" type="checkbox"/> Revised</p>	<p>8. Period of Award: July 1, 2013 – June 30, 2014</p>	<p>9. Fund Source:</p> <p>General <input checked="" type="checkbox"/> Federal <input type="checkbox"/> Special</p>
<p>10. Special Instructions/Conditions:</p> <p>It is the intent of the General Assembly for the Department of Education, through a competitive grant, to award school divisions funding that designs and implements compensation systems for teachers to provide incentives based on each participating school division's strategic goals and objectives. The school division must meet the requirements outlined in its approved proposal.</p> <p>Teachers receiving incentives under this program must be: (1) licensed to teach in Virginia and endorsed in the subject or grade level of the assignment; (2) highly qualified if teaching a federal core subject area; (3) employed under a teacher contract; (4) employed by the local school board and provide or support direct instruction; (5) evaluated using an effective system, consistent with the evaluation criteria of the Board of Education, including a weight of 40 percent on student academic progress for the summative rating; (6) rated as successful, which shall be defined as "proficient or above" in performance evaluation ratings; and (7) meet requirements as stipulated in the division's approved proposal. The maximum incentive payment to a teacher is \$5,000 per year. Payments must be prorated for teachers who have taught less than a full school year.</p> <p>Incentives are taxable to the recipient, and the school division assumes the responsibility for ensuring all taxes are remitted. State funds will be provided to school divisions on a reimbursement basis for actual expenses not to exceed the grant funds awarded to the division. No more than five percent of the grant funding may be used to design and implement, as well as administer, this compensation program, and such funding shall not exceed five percent of the final reimbursement for the year. A reimbursement form and procedures for reimbursement will be provided by the Department of Education.</p> <p>Performance evaluations for participating teachers must be completed on a timeline that provides sufficient time to distribute incentive funds to teachers and submit reimbursement requests to the Department of Education no later than <u>June 14, 2014</u>. A fax or scanned document sent by e-mail may be accepted if all documentation and signatures are provided. No later than <u>August 1, 2014</u>, the school division shall submit a final evaluation report to the Virginia Department of Education.</p>		
<p>11. Authorized By: (Name/Title)</p> <p> Kent C. Dickey Deputy Superintendent for Finance and Operations</p>	<p>12. Authorized By: (Name/Title)</p> <p> Patty S. Pitts Assistant Superintendent for Teacher Education and Licensure</p>	<p>13. Date:</p> <p>August 30, 2013</p>
<p>14. Project Code:</p> <p>45700</p>	<p>15. Revenue Source Code or CFDA #:</p> <p>240525</p>	<p>16. Program/Service Area:</p> <p>178-02</p>
<p>17. Fiscal Year:</p> <p>FY 2014</p>		<p>18. Recipient Type:</p> <p><input checked="" type="checkbox"/> Subrecipient <input type="checkbox"/> Cooperative Agreement</p>



COMMONWEALTH of VIRGINIA

Patricia I. Wright, Ed.D.
Superintendent of Public Instruction

DEPARTMENT OF EDUCATION
P.O. BOX 2120
Richmond, Virginia 23218-2120

Office: (804) 225-2023
Fax: (804) 371-2099

September 3, 2013

Dr. Deran R. Whitney
Division Superintendent
Suffolk City Public Schools
P. O. Box 1549
Suffolk, VA 23439-1549

Dear Dr. Whitney:

I am pleased to inform you that Governor Bob McDonnell has awarded Suffolk City Public Schools a total of \$100,000.00 from the 2013-14 School Security Equipment Grant Program authorized by the 2013 General Assembly and recommended by the Governor's Taskforce on School and Campus Safety. The grant award number assigned to this award is 13001-127. These funds are approved for the purchase and installation of the school security equipment requested on the applications for the approved schools shown below:

Booker T. Washington Elementary
Driver Elementary
Elephant's Fork Elementary
Florence Bowser Elementary
Forest Glen Middle
Hillpoint Elementary
John F. Kennedy Middle

John Yeates Middle
Kilby Shores Elementary
King's Fork Middle
Lakeland High
Mack Benn, Jr. Elementary
Nansemond Parkway Elementary
Oakland Elementary
Southwestern Elementary

Reimbursements from the state grant will be made only for qualified and approved items purchased on or after September 3, 2013. The equipment must be purchased within six months of the September 3, 2013, date, or by March 3, 2014. A local match of 25 percent of the state grant award is required. The local match should also be spent by the March 3, 2014, deadline.

X
Grant paperwork indicated local match of \$85,000 for match
The state grants will be disbursed on a cost reimbursement basis only. as part of planned F/13
Reimbursement payments will be issued to the division within 30 days of the grant spending

Dr. Deran R. Whitney
September 3, 2013
Page Two

account administrator receiving notification from the Department of Education of approved reimbursements. As this grant is funded with proceeds from notes issued by the Virginia Public School Authority, adherence to program requirements will be strictly enforced. The period of the award is September 3, 2013, through June 30, 2014, and the state funds must be requested for reimbursement during this period.

Attached for your use is the Request for Reimbursement form. This form can also be found at [http://www.doe.virginia.gov/support/facility construction/security equipment grants/index.shtml](http://www.doe.virginia.gov/support/facility%20construction/security%20equipment%20grants/index.shtml). Supporting payment documentation (invoices, receipts, etc.) must accompany your Request for Reimbursement. The completed reimbursement request should be sent to the Department of Education, Support Services, P. O. Box 2120, Richmond, VA 23218.

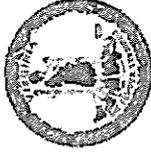
If you have any questions concerning the reimbursement process, please contact the Support Services office by e-mail to ViJay.Ramnarain@doe.virginia.gov, Hunter.Barnes@doe.virginia.gov, or June.Eanes@doe.virginia.gov or call (804) 225-2035 or (804) 225-2037.

Sincerely,



Patricia I. Wright, Ed.D.
Superintendent of Public Instruction

PIW/je
Attachment

Superintendent's Memo #147-13**COMMONWEALTH of VIRGINIA**
Department of Education

May 24, 2013

TO: Division Superintendents

FROM: Patricia I. Wright, Superintendent of Public Instruction

SUBJECT: Virginia Public School Authority (VPSA) Educational Technology Notes Series XIV and the Virginia e-Learning Backpack Initiative Supplemental Grants

Beginning in fiscal year 2014 (spring 2014 issuance), the 2013 Appropriation Act provides supplemental grants, funded as part of the Virginia Public School Authority (VPSA) Educational Technology Notes program, to support the Virginia e-Learning Backpack Initiative.

Eligibility for the Virginia e-Learning Backpack Initiative Supplemental Grants

Schools with a ninth grade that administer Standards of Learning (SOL) tests in spring 2013 and are not fully accredited based on school accreditation ratings in effect for fiscal year 2014 will qualify to participate in the Virginia e-Learning Backpack Initiative in fiscal year 2014 and receive: (1) a supplemental grant of \$400 per student reported in ninth grade fall membership for the purchase of a tablet computer device for that student and (2) a supplemental grant of \$2,400 per qualifying school to purchase two content creation packages for teachers.

Schools eligible to receive this supplemental grant in fiscal year 2014 shall continue to receive the grant for the number of subsequent years equaling the number of grades 9 through 12 in the qualifying school up to a maximum of four years. Schools eligible to receive these grants for a period of up to four years beginning fiscal year 2014 shall not be eligible to receive a separate award in the future once the original award period has concluded. Schools that are fully accredited or that are new schools with conditional accreditation in their first year shall not be eligible to receive this supplemental grant.

Use of funds

School divisions will be eligible to receive supplementary grants for the Virginia e-Learning Backpack Initiative in fiscal year 2014 from notes Series XIV – spring 2014 issuance. These supplemental grants must be used in qualifying schools for the purchase of tablet computer devices for ninth grade students reported in fall membership and content creation packages for teachers. Participating school divisions will be required to select a core set of textbooks, applications, and online services for productivity, learning management, collaboration, practice, and assessment to be included on all devices. In addition, participating school divisions will assume recurring costs for electronic textbook purchases and maintenance.

Local Match Requirements

School divisions that receive these supplemental grants must use the 20 percent required local match of funds in qualifying schools to purchase tablet computer devices for ninth grade students reported in fall membership and content creation packages for teachers.

Reimbursement Process

The VPSA plans to sell the spring 2014 Educational Technology Notes, Series XIV, during May 2014 and close on the notes transaction in early June 2014. Proceeds of the Series XIV notes will be made available to divisions for reimbursement of qualifying expenditures following the planned closing in early June 2014.

There are a limited number of business days between the notes issuance date and the end of fiscal year 2014 on June 30, 2014. Therefore, to ensure sufficient time to process the school division reimbursement requests that need to be received by June 30, 2014, such reimbursement requests must be received by the Department of Education (DOE) electronically as well as the original signature page mailed to the Department by June 20, 2014. Please note that no requests for reimbursement may be processed until the note proceeds have officially been issued and closed.

Consistent with previous VPSA notes, payments to school divisions and regional programs will be on a reimbursement basis only. Reimbursements will be processed through the State Non-Arbitrage Program (SNAP) account established to hold the notes proceeds granted to the school divisions. School divisions must first complete payments for the qualifying equipment purchased and then file a Series XIV reimbursement request with the Department of Education. School divisions that will adopt a reimbursement resolution and make expenditures prior to the issuance of the Series XIV notes are required to certify that all reimbursements are qualifying reimbursements. School divisions may not be reimbursed for qualifying expenditures incurred more than 60 days prior to the adoption of a reimbursement resolution. Adopting a reimbursement resolution for reimbursement of qualifying expenditures once the Series XIV notes are issued is a mechanism for beginning the Virginia e-Learning Backpack Initiative during the 2013-14 school year prior to the issuance of the notes. However, this will require a local source of funding to pay expenditures pending reimbursement from the Series XIV proceeds at your end. The Series XIV reimbursement request form will be a downloadable Excel template located on the DOE Web site once the Series XIV notes are announced.

The Series XIV reimbursement form includes certification provisions that incorporate federal and state requirements regarding capital expenditures that

qualify for reimbursement. School divisions are primarily responsible for determining whether requests for reimbursement are permissible under federal and state requirements. School division officials should carefully read and initial the certification provisions to ensure that none of their reimbursement requests violate any of the stated provisions.

Summer Institute

A summer institute is planned for August 12-13, 2013, at the Richmond Marriott Hotel to assist school divisions as they transition to tablet computers and digital content. This event will be open to all school divisions. Companies will display cutting-edge technologies that include tablet computers, peripheral devices, content, and applications. There will be sessions on relevant topics such as infrastructure, device management, content, acceptable use and policy issues, professional development, and parent and community engagement. Additional details will be available soon on the Department of Education Web site.

If you have questions, please contact Richard Schley, hardware and network solutions specialist, at (804) 371-6882 or via e-mail at richard.schley@doe.virginia.gov.

PIW/TM/rs

Virginia Public School Authority						
Educational Technology Notes Series XIV (Spring 2014)						
Based on Actual 2013-14 Fall Membership						
To Provide Funding for the SOL Web-based Technology Initiative						
Estimated Distribution Represents the Technology Grants Only; Distribution for e-Learning Backpack Initiative is Pending Determination of Eligible Schools						
Div Num	Division	# of Schools in 2013-14 Fall Memb & Regional Programs	Grant @ \$26,000 Per School	Grant @ \$50,000 Per Division	Base Division VPSA Technology Grant FY 2014	Total Local Match Requirement @ 20%
091	SUSSEX	4	\$104,000	\$50,000	\$154,000	\$30,800
092	TAZEWELL	15	\$390,000	\$50,000	\$440,000	\$88,000
093	WARREN	8	\$208,000	\$50,000	\$258,000	\$51,600
094	WASHINGTON	15	\$390,000	\$50,000	\$440,000	\$88,000
095	WESTMORELAND	4	\$104,000	\$50,000	\$154,000	\$30,800
096	WISE	12	\$312,000	\$50,000	\$362,000	\$72,400
097	WYTHE	12	\$312,000	\$50,000	\$362,000	\$72,400
098	YORK	19	\$494,000	\$50,000	\$544,000	\$108,800
101	ALEXANDRIA	19	\$494,000	\$50,000	\$544,000	\$108,800
102	BRISTOL	6	\$156,000	\$50,000	\$206,000	\$41,200
103	BUENA VISTA	4	\$104,000	\$50,000	\$154,000	\$30,800
104	CHARLOTTESVILLE	9	\$234,000	\$50,000	\$284,000	\$56,800
106	COLONIAL HEIGHTS	5	\$130,000	\$50,000	\$180,000	\$36,000
107	COVINGTON	3	\$78,000	\$50,000	\$128,000	\$25,600
108	DANVILLE	14	\$364,000	\$50,000	\$414,000	\$82,800
109	FALLS CHURCH	4	\$104,000	\$50,000	\$154,000	\$30,800
110	FREDERICKSBURG	4	\$104,000	\$50,000	\$154,000	\$30,800
111	GALAX	3	\$78,000	\$50,000	\$128,000	\$25,600
112	HAMPTON	30	\$780,000	\$50,000	\$830,000	\$166,000
113	HARRISONBURG	8	\$208,000	\$50,000	\$258,000	\$51,600
114	HOPEWELL	5	\$130,000	\$50,000	\$180,000	\$36,000
115	LYNCHBURG	16	\$416,000	\$50,000	\$466,000	\$93,200
116	MARTINSVILLE	4	\$104,000	\$50,000	\$154,000	\$30,800
117	NEWPORT NEWS	37	\$962,000	\$50,000	\$1,012,000	\$202,400
118	NORFOLK	45	\$1,170,000	\$50,000	\$1,220,000	\$244,000
119	NORTON	2	\$52,000	\$50,000	\$102,000	\$20,400
120	PETERSBURG	7	\$182,000	\$50,000	\$232,000	\$46,400
121	PORTSMOUTH	19	\$494,000	\$50,000	\$544,000	\$108,800
122	RADFORD	4	\$104,000	\$50,000	\$154,000	\$30,800
123	RICHMOND CITY	46	\$1,196,000	\$50,000	\$1,246,000	\$249,200
124	ROANOKE CITY	24	\$624,000	\$50,000	\$674,000	\$134,800
126	STAUNTON	5	\$130,000	\$50,000	\$180,000	\$36,000
127	SUFFOLK	19	\$494,000	\$50,000	\$544,000	\$108,800
128	VIRGINIA BEACH	81	\$2,106,000	\$50,000	\$2,156,000	\$431,200
130	WAYNESBORO	6	\$156,000	\$50,000	\$206,000	\$41,200
131	WILLIAMSBURG	15	\$390,000	\$50,000	\$440,000	\$88,000
132	WINCHESTER	6	\$156,000	\$50,000	\$206,000	\$41,200
135	FRANKLIN CITY	3	\$78,000	\$50,000	\$128,000	\$25,600
136	CHESAPEAKE CITY	45	\$1,170,000	\$50,000	\$1,220,000	\$244,000
137	LEXINGTON	2	\$52,000	\$50,000	\$102,000	\$20,400
139	SALEM	6	\$156,000	\$50,000	\$206,000	\$41,200
142	POQUOSON	4	\$104,000	\$50,000	\$154,000	\$30,800
143	MANASSAS CITY	8	\$208,000	\$50,000	\$258,000	\$51,600

Estimated

*Actual @ \$515,000
 Local Match Div. appropriated*

Virginia Department of Education

Actual FY 2013 and Projected FY 2014 Payments Based on the Governor's Proposed Amendments to the FY 2014 Direct Aid Budget (HB 29/SB 29)

Standards of Quality (SOQ), Incentive, Categorical, and Lottery-Funded Programs in Direct Aid to Public Education
As of December 16, 2013

127 - SUFFOLK CITY

NUM	DIVISION	Final FY 2013 Unadjusted ADM ²	Final FY 2013 Adjusted ADM ²	Projected FY 2014 Unadjusted ADM ²	Projected FY 2014 Adjusted ADM ²
127	SUFFOLK CITY	13,857.95	13,857.95	13,800.00	13,800.00
Please note: some accounts have been updated for local enrollment projections. See footnotes for more details.					
2012-2014 Composite Index		FY 2013		FY 2014	
0.3530		FY 2013 State Share	FY 2013 Local Share	FY 2014 State Share	FY 2014 Local Share
Lottery-Funded Programs					
	Foster Care ⁵	192,223	N/A ¹	196,658	N/A ¹
	At-Risk	993,243	541,908	989,805	540,033
	Virginia Preschool Initiative ¹¹	1,560,564	851,436	1,560,564	851,436
⇒	Early Reading Intervention ¹⁷	165,640	90,372	193,920	105,802
	Mentor Teacher Program	6,132	N/A ¹	6,132	N/A ¹
	K-3 Primary Class Size Reduction	1,574,661	859,127	1,570,221	856,705
	School Breakfast ⁵	74,229	N/A ¹	81,730	N/A ¹
⇒	SOL Algebra Readiness ¹⁷	0	0	155,151	84,650
	Alternative Education ^{4,5}	0	N/A ¹	0	N/A ¹
	ISAE ⁹	23,576	N/A ¹	23,576	N/A ¹
	Special Education-Regional Tuition ^{4,5}	1,729,516	N/A ¹	1,885,581	N/A ¹
	Career and Technical Education ^{4,5}	151,929	N/A ¹	151,929	N/A ¹
	Supplemental Basic Aid	0	N/A ¹	0	N/A ¹
⇒	English as a Second Language ¹²	40,506	22,100	16,974	9,261
	Remedial Summer School ^{5,10} (Split funded - See SOQ Programs above)	88,114	N/A ¹	205,760	N/A ¹
⇒	Textbooks ⁸ (Split funded - See SOQ Programs above)	804,528	438,946	801,163	437,111
	Subtotal - Lottery-Funded Programs³	7,404,861	2,803,889	7,839,164	2,884,998
	Total State & Local Funds	\$73,938,468	\$30,334,032	\$74,560,137	\$30,362,120

¹ "N/A" = no local match required for this program.

² ADM values shown are based on final March 31, 2013, ADM for FY 2013 and local projections of March 31 ADM for FY 2014.

³ Columns may not add due to rounding. FY 2013 amounts represent actual amounts distributed.

⁴ Includes state funding for regional vocational, special, and alternative education programs and Academic Year Governor's Schools.

⁵ Projected state payment. Final payments will be based on actual expenditures, up to the projected state payment, subject to the availability of funds.

⁶ Payments for the VPSA Technology Grants are made from bond proceeds on a reimbursement basis and may begin following each bond issuance.

⁷ Projected revenue estimate. Semi-monthly payments will be based on actual sales tax receipts. Pursuant to the appropriation act, the Basic Aid state payment calculation is based on the appropriated sales tax distribution and is not adjusted for actual sales tax revenues received.

⁸ Governor's Proposed Amendments to the FY 2014 Direct Aid Budget (HB/SB 29) assigns the funding for Textbooks to the Lottery Service Area. Required Local Effort for Textbooks is based on the payments in the Lottery Service Areas.

⁹ VRS Retirement includes payments for the Retiree Health Care Credit (RHCC). Please see the Budget Variables tab for the funded RHCC rate.

¹⁰ Payments for Remedial Summer School are based on actual FY 2013 enrollment and actual FY 2014 enrollment used in Governor's Proposed Amendments to the FY 2014 Direct Aid Budget.

¹¹ Payments for the Virginia Preschool Initiative are based on actual FY 2013 enrollment and actual FY 2014 enrollment used in Governor's Proposed Amendments to the FY 2014 Direct Aid Budget.

¹² Payments for English as a Second Language are based on actual FY 2013 enrollment and actual FY 2014 enrollment used in Governor's Proposed Amendments to the FY 2014 Direct Aid Budget.

¹³ The Additional Assistance with Retirement, Inflation & Preschool Costs account provides \$55.0 million in FY 2013 and FY 2014 for additional assistance to school divisions to support increased retirement employer contribution rates, inflation costs, and one-time costs associated with Virginia Preschool Initiative programs.

¹⁴ EpiPen Grants are based on \$98.47 per school for all public schools, including district centers.

¹⁵ HB/SB 29 calculates the state share of Compensation Supplement funds based on a 2.0% salary increase effective August 1, 2013, for funded SOQ instructional and support positions. The local match requirement for both instructional and support positions is based on a 2.0% salary increase effective January 1, 2014 (equivalent to 6 months of required local funding), while the state share of funds is calculated based on an effective date of August 1, 2013 (equivalent to 11 months of state funding).

¹⁶ For further details on the full FY 2013 Basic Aid payment and all adjustments, refer to the "Adjustments to FY2013 Basic Aid" tab.

¹⁷ Beginning with fiscal year 2014, the SOL Algebra Readiness and Early Reading Intervention programs are included as part of the required local effort for mandatory Standards of Quality programs, and are no longer included as optional Incentive and Lottery-funded programs.

⇒ = SOQ accounts requiring a local match for purpose of meeting Required Local Effort.

AGENDA: April 16, 2014, Regular Session

ITEM: Consent Agenda – An ordinance to accept and appropriate funds from the Commonwealth of Virginia Department of Aviation for the Suffolk Executive Airport for Repair and Maintenance

The City has received \$3,985 in funding from the Commonwealth of Virginia Department of Aviation for repair and maintenance projects at the Suffolk Executive Airport for the 2014 Weed Control Program to abate existing/emerged vegetation in ditches, pavement and fence lines.

Adoption of the attached ordinance is necessary to accept and appropriate these funds to the appropriate line item in the Aviation Facilities Fund for Fiscal Year 2013-14.

BUDGET IMPACT:

Adoption of the ordinance will increase the planned revenues and expenditures of the Aviation Facilities Fund budget by \$3,985 for the above noted purpose and requires \$997 in local fund support which is provided for in the FY 2013-14 Aviation Facilities Fund budget.

RECOMMENDATION:

Adopt the attached ordinance

ATTACHMENTS:

Ordinance
Grant Award Notification

ORDINANCE NUMBER _____

AN ORDINANCE TO ACCEPT AND APPROPRIATE FUNDS FROM THE COMMONWEALTH OF VIRGINIA DEPARTMENT OF AVIATION FOR THE SUFFOLK EXECUTIVE AIRPORT

WHEREAS, the City has received funds in the amount of \$3,985 from the Commonwealth of Virginia Department of Aviation in support of the Suffolk Executive Airport; and,

WHEREAS, the funds received need to be accepted and appropriated to the Aviation Facilities Fund budget for Fiscal Year 2013-14 to assist with maintenance projects at the Suffolk Executive Airport for the 2014 Weed Control Program to abate existing/emerged vegetation in ditches, pavement and fence lines.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Suffolk, Virginia, that:

1. The sum of \$3,985 shall be reflected as budget in the following accounts in the Fiscal Year 2013-14 Aviation Facilities Fund budget:

<u>Revenue</u>		
220_424140.110	Categorical Aid-State Airport Maintenance Funds	<u>\$ 3,985</u>

<u>Expenditure</u>		
220-150000_53300.110	Maintenance Service – State	<u>\$ 3,985</u>

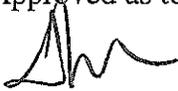
2. The fund amount totaling \$3,985 is hereby appropriated for use as referenced in this ordinance and the budget approved by Ordinance Number 13-O-040, as amended. The City Manager be, and is hereby authorized and directed to do all things necessary to effectuate this action.

3. This ordinance shall be effective upon passage and shall not be published.

READ AND PASSED: _____

TESTE: _____
Erika S. Dawley, City Clerk

Approved as to Form:



Helivi L. Holland, City Attorney

Department of Aviation Commonwealth of Virginia

Project Information Summary

Suffolk Executive Airport

Project Title: Weed Control Program 2014

Program Year: 2014

Project Number: MT0050-22

Federal Priority Score: 0

Request Year:

Contract Number:

State Priority Score: 80

Project Type: Maintenance

Item Number:

Project Category: Construction

AIP Grant Number:

Project Status: Granted

Project Description: Bare ground application to abate existing/emerged vegetation in ditches, pavement, and fence lines.

Project Notes:

Budget Summary by Budget Item:

Budget Item	Original Budget	Current Budget
Request	\$0.00	\$4,981.00
Project Total:	\$0.00	\$4,981.00

Budget Summary by Funding Source:

Funding Source	Original Budget	Current Budget
FAA	\$0.00	\$0.00
Local	\$0.00	\$996.20
State\AC/R Discretionary	\$0.00	\$0.00
State\Air Service Development	\$0.00	\$0.00
State\Aviation Promotion	\$0.00	\$0.00
State\F&E	\$0.00	\$0.00
State\GA Discretionary	\$0.00	\$0.00
State\Maintenance	\$0.00	\$3,984.80
State\Security	\$0.00	\$0.00
Project Total:	\$0.00	\$4,981.00

Project Miscellaneous Items:

Miscellaneous Item	Date	Comment
VAB Remarks		
TA approved		
application received		
grant offer date		
effective date	03/19/2014	
expiration date	06/15/2014	
project closed		
process closeout		

AGENDA: April 16, 2014, Regular Session

ITEM: Consent Agenda – An ordinance to accept and appropriate funds from the Commonwealth of Virginia Department of Aviation for the Suffolk Executive Airport for Taxiway Rehabilitation

The City has received \$7,520 in funding from the Commonwealth of Virginia Department of Aviation for the design and environmental work on the Taxiway Rehabilitation project at the Suffolk Executive Airport.

Adoption of the attached ordinance is necessary to accept and appropriate these funds to the appropriate line item in the Consolidated Grants Fund for Fiscal Year 2013-14.

BUDGET IMPACT:

Adoption of the ordinance will increase the planned revenues and expenditures of the Consolidated Grants Fund budget by \$7,520 for the above noted purpose and requires \$1,880 in local fund support which is provided for in the FY 2013-14 Consolidated Grants Fund budget.

RECOMMENDATION:

Adopt the attached ordinance

ATTACHMENTS:

Ordinance
Grant Award Notification



Commonwealth of Virginia
Department of Aviation
5702 Gulfstream Road
Richmond, Virginia 23250-2422

Grant Agreement

Part I - Offer

Project Number: **CS0050-32**
Date of Approval: **February 20, 2014**
Date of Offer: **March 5, 2014**
Date of Offer Expiration: **May 4, 2014**

WHEREAS, by executing a *Master Agreement on Terms and Conditions for Accepting State Aviation Funding Resources* (hereinafter referred to as the "Master Agreement"), effective on October 21, 2010, the **City of Suffolk** (hereinafter referred to as the "Sponsor") agreed to the terms and conditions for accepting state aviation funding from the Commonwealth of Virginia (hereinafter referred to as the "Commonwealth"); and

WHEREAS, the Sponsor has submitted a request for a grant of state funds to assist in the development of **Suffolk Executive Airport** (hereinafter referred to as the "Airport") together with the appropriate supporting documentation; and

WHEREAS, the Commonwealth acting by and through the Virginia Aviation Board (hereinafter referred to as the "Board") and/or the Department of Aviation (hereinafter referred to as the "Department"), has approved a project for development of the Airport which consists of the following (hereafter referred to as the "Project"):

Taxiway Rehabilitation (Environmental)

NOW, THEREFORE, pursuant to the authority granted to the Department by §5.1-2.2 of the *Code of Virginia* (1950), as amended, and in consideration of: (a) the authority granted to the Sponsor to operate and maintain the Airport, (b) the Sponsor's adoption and ratification of the assurances provided in the Master Agreement, and (c) the benefits to accrue to the Commonwealth and the public from the accomplishment of this Project, the Department offers to pay, as the Commonwealth's share, **eighty (80) percent** of all eligible Project costs.

This offer is made on and subject to the following terms and conditions:

1. The Master Agreement is incorporated by reference herein, and this offer is subject to the terms and conditions of said Master Agreement.
2. The maximum obligation of the Commonwealth payable under this Grant Agreement shall not exceed **\$7,520.00**.
3. If the Federal Aviation Administration (hereinafter referred to as the "FAA") will be participating in the funding of this Project, the Sponsor has, at the time of the execution of this Grant Agreement, a commitment from FAA for federal funds in the amount of \$ NA.
4. This Grant Payment Term will expire on **September 30, 2015**.
5. The Grant Obligation Term is **20 years**.

Grant Agreement, Project Number CS0050-32

The Sponsor's acceptance of this Grant Offer with its terms and conditions shall be evidenced by execution of this Grant Offer by, or on behalf of, the Sponsor, as hereinafter provided, and said Grant Offer and acceptance shall comprise a Grant Agreement for the distribution of funds by the Department as authorized under §5.1-2.2 Code of Virginia (1950), as amended. This Grant Agreement shall become effective upon the Sponsor's acceptance and shall remain in full force as provided herein.

Commonwealth of Virginia
Department of Aviation



Randall P Burdette
Executive Director

Date MAR - 7 2014

Part II - Acceptance

The **City of Suffolk** does hereby accept and agree all the terms, conditions and assurances contained in this Grant Agreement.

Executed this 21st day of march, 2014

City of Suffolk

By Selma Luffa Blum

Title City manager

Attest Eileen S. Dawley
Title City Clerk

Certification of Sponsor's Attorney

I, Solomon H. Kirby Jr, acting as Attorney for the Sponsor do hereby certify that I have examined the foregoing Grant Agreement and find that the Sponsor has been duly authorized and is fully capable under the laws of the Commonwealth of Virginia of fulfilling all obligations under this Grant Agreement and that this Grant Agreement constitutes a legal and binding obligation of the Sponsor in accordance with the terms and conditions thereof.

Dated at Suffolk, Virginia this 20th day of MARCH, 2014

By SJAAS

Title ASSISTANT CITY ATTORNEY

AGENDA: April 16, 2014, Regular Session

ITEM: Public Hearing – An ordinance authorizing the City Manager to execute an exchange agreement for real property with the United States of America represented by the Department of the Army involving properties located at 886 Carolina Road and 1500 Bennetts Creek Park Road in the City of Suffolk

This item is for the adoption of an ordinance authorizing the City Manager to execute an exchange agreement for real property with the United States of America, represented by the Department of the Army. The Army desires to acquire approximately 96 acres of land, located at 886 Carolina Road, to construct a replacement facility, and the City of Suffolk desires to acquire improved real property, with approximately 10 acres of land, located at 1500 Bennett's Creek Park Road.

RECOMMENDATION:

Approval of the ordinance

ATTACHMENTS:

Ordinance
Exchange Agreement
Property Map

ORDINANCE NUMBER

AN ORDINANCE AUTHORIZING THE CITY MANAGER TO EXECUTE AN EXCHANGE AGREEMENT FOR REAL PROPERTY WITH THE UNITED STATES OF AMERICA REPRESENTED BY THE DEPARTMENT OF THE ARMY INVOLVING PROPERTIES LOCATED AT 886 CAROLINA ROAD AND 1500 BENNETTS CREEK PARK ROAD IN THE CITY OF SUFFOLK

WHEREAS, the United States of America, as represented by the Department of the Army ("U.S. Government"), desires to acquire property owned in fee by the City of Suffolk ("City") and located at 886 Carolina Road, Suffolk, VA, consisting of approximately 96 acres of land, more or less, along with any improvements thereon ("City Property"), to accommodate construction of a United States Army Reserve Center Replacement Facility ("Replacement Facility"); and,

WHEREAS, the City desires to acquire property owned in fee by the U.S. Government and located at 1500 Bennetts Creek Park Road, Suffolk, VA, consisting of approximately 10 acres of land, more or less, along with any improvements thereon, ("Government Property"); and,

WHEREAS, the U.S. Government desires to receive as additional consideration, a leasehold interest in the Government Property after conveyance of the Government Property to the City, to allow continued use of the Government Property until construction of the Replacement Facility is completed by the U.S. Government; and,

WHEREAS, the City and the U.S. Government desire to enter into an Exchange Agreement to facilitate the property exchange, along with a lease, to further the purposes described herein; and

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Suffolk, Virginia, that:

1. The City Manager is hereby directed and authorized to execute an Exchange Agreement, in substantially the same form as attached hereto, along with any other necessary supporting documents required to facilitate the property exchange and lease as described herein.
2. This ordinance will be effective upon passage and shall not be published.

READ AND PASSED: _____

TESTE: _____
Erika S. Dawley, City Clerk

Approved as to Form:



Helivi L. Holland, City Attorney

Revised March 25, 2014

EXCHANGE AGREEMENT

This Agreement entered into this _____ day of _____, 2014, by and between,

The UNITED STATES OF AMERICA, represented by the
DEPARTMENT OF THE ARMY (the "Government"),

And

The City of Suffolk, Virginia hereinafter referred to as the EXCHANGE PARTNER.

WITNESSETH:

WHEREAS, the Government desires to acquire property located at 886 Carolina Road, Suffolk, VA, consisting of, 96± acres of land, more or less, owned in fee by the EXCHANGE PARTNER, described in **Exhibit A (LEGAL DESCRIPTION)** ("EXCHANGE PARTNER Property") for construction of an United States Army Reserve Center (USARC) ("Replacement Facility"), AND

WHEREAS, the EXCHANGE PARTNER desires to acquire property at the 1LT Richard T. Shea USARC, consisting of 10± acres of land, more or less, with improvements located at 1500 Bennetts Creek Park Road, Suffolk, VA, **Exhibit B (LEGAL DESCRIPTION)** ("Government Property"), owned in fee by the Government; AND

WHEREAS, the Government desires to receive as additional consideration a leasehold interest in the Government Property after conveyance of the Government Property to the EXCHANGE PARTNER, to allow continued use of the Government Property until construction of the Replacement Facility is completed by the Government; AND

WHEREAS, authority for the Government to enter into this Agreement is found in Title 10, United States Code, Section 18240;

WHEREAS, pursuant to Section 18240(a), the Secretary of Defense has delegated to the Department of the Army his authority under Section 18240 to make such exchanges; and

WHEREAS, a vote of the Council of the City of Suffolk, Virginia, dated _____, authorizes EXCHANGE PARTNER to execute this Agreement any and all documents related to this exchange.

NOW THEREFORE, in consideration of the conveyance by the Government of Government property to the EXCHANGE PARTNER and the conveyance by the EXCHANGE PARTNER of EXCHANGE PARTNER property and Replacement Facility to the Government, the mutual covenants and conditions contained herein, and the duties and obligations incurred, the parties hereto agree as follows:

I. GENERAL PROVISIONS

A. The terms and conditions of this Agreement and its attachments and exhibits apply to and bind the successors and assignees of the parties hereto.

B. All of the provisions of this Agreement and its attachments and exhibits shall survive the settlement of the exchange of conveyances contemplated herein, and shall remain obligations of the parties hereto until satisfied.

C. The EXCHANGE PARTNER warrants that it has not employed or retained any person or selling agency to solicit or secure this Agreement or any contracts or obligations arising from this Agreement, upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees of bona fide established commercial or selling agencies maintained by the EXCHANGE PARTNER contractor for the purpose of securing business. For breach or violation of this warranty, the Government shall have the right to annul this Agreement or require payment from the EXCHANGE PARTNER for the amount of such commission, percentage or contingent fee.

D. No member of or Delegate of Congress or Resident Commissioner shall be admitted to any share or part of this Agreement or to any benefit that may arise therefrom, but this provision shall not be construed to extend to this Agreement if made with a corporation for its general benefit.

E. The Government may, by written notice to the EXCHANGE PARTNER terminate the right of EXCHANGE PARTNER to proceed under this Agreement if it is found, after notice and hearing, by the Secretary of the Army or his duly authorized representative, that gratuities (in the form of entertainment, gifts, or otherwise) were offered or given by any agent or representative of EXCHANGE PARTNER, to any officer or employee of the Government with a view toward securing any contracts or obligations arising from this Agreement or securing favorable treatment with respect to the awarding or amending, of the making of any determinations with respect to the performing, of such contracts or obligations, provided that the existence of facts upon which the Secretary of the Army or his duly authorized representative make such findings shall be in issue and may be reviewed in any court of competent jurisdiction.

F. Neither the EXCHANGE PARTNER nor its contractor(s) will discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin.

G. The EXCHANGE PARTNER agrees that the District Engineer, U.S. Army Engineer District, Savannah, Georgia, or any of his duly authorized representatives shall, until the expiration of three (3) years after acceptance of the Replacement Site by the Government, have access to and the right to examine any books, documents, papers and records of the EXCHANGE PARTNER or its contractor(s) involving activities or transactions related to this Agreement and its attachments.

H. The EXCHANGE PARTNER shall hold the Government harmless from any costs, claims, damages, loss or other costs, including fines and penalties, arising out of this exchange.

I. The Government has provided notice of the proposed exchange to the US Congress, pursuant to Title 10, U.S. Code, Section 18240.

II. ACKNOWLEDGMENTS

A. **Environmental Documentation.** The environmental documentation includes, but is not limited to, the following:

1. **Environmental Condition of Property.** The EXCHANGE PARTNER and the Government acknowledge and accept for the purpose of use with this Agreement, the Environmental Condition of Property (ECP) for the, completed by the Government, for the Government Property and for the EXCHANGE PARTNER's Property. The EXCHANGE PARTNER acknowledges receiving a copy of same, **Exhibits C and D.**

2. **Finding of Suitability to Transfer.** The Government will provide, the Finding of Suitability to Transfer (FOST) for the Government Property prior to conveyance of the Government Property, **Exhibit E.**

3. **Environmental Assessment.** The Government will provide the Environmental Assessment (EA) for the Government Property and the EXCHANGE PARTNER Property prior to conveyance of the Government Property, **Exhibits F and G.**

4. **Finding of No Significant Impact.** The Government will provide the Finding of No Significant Impact (FNSI) for the Government Property and the EXCHANGE PARTNER Property prior to conveyance of the Government Property, **Exhibits H and I.**

B. **Land Surveys and Legal Descriptions.** The EXCHANGE PARTNER and the Government acknowledge and accept for the purpose of use with this Agreement, the maps and legal descriptions completed by the Government, for the Government Property and EXCHANGE PARTNER Property. The EXCHANGE PARTNER acknowledges receiving a copy of same, **Exhibits A, B, J, & K.**

C. To the extent that the EXCHANGE PARTNER agrees to remediate the Government property for the future intended use, the EXCHANGE PARTNER agrees to provide in each contract for remediation, a provision that the contractor will indemnify and hold harmless the Government from any costs, claims, damages, loss or other costs, including fines and penalties, arising out of such investigation and remediation actions.

III. OBLIGATIONS OF THE EXCHANGE PARTNER

A. EXCHANGE PARTNER shall reimburse the Government for all administrative costs and all costs of whatever kind or nature, contemplated or not, associated with the execution of this Agreement or in the fulfillment of its obligations under this Agreement, whether or not they are

otherwise specifically provided for herein, as set forth in the Letter Agreement executed by the Exchange Partner dated October 8, 2013. This Agreement shall not merge into any subsequent agreement between the Parties, including the Letter Agreement and documents related thereto.

B. EXCHANGE PARTNER has executed the Letter Agreement, **Exhibit O**, to reimburse USAED, Savannah for estimated administrative costs associated with the transaction, including but not limited to, costs related to negotiation and review of this Agreement, engineering services and real estate actions such as all associated survey, recording, escrow, and closing fees. Exchange Partner acknowledges that if the estimated costs under this Letter Agreement are later forecasted to exceed the amount of funds available under the Letter Agreement, it shall provide the additional funds within 30 days of notice by the Government to preclude direct termination of the work under this Letter Agreement.

C. EXCHANGE PARTNER shall be responsible for all costs, to include all costs to the Government, of whatever kind or nature, contemplated or not, associated with this Agreement, whether or not they are otherwise specifically provided for herein.

D. The Government shall at its sole discretion determine whether the Exchange Partner Property with improvements is acceptable for the construction of a USARC under the guidelines provided by Federal law and Army regulations. However, the Government's acceptance of the Exchange Partner Property with improvements shall not be unreasonably withheld.

E. EXCHANGE PARTNER shall, within sixty (60) days of acceptance of the Exchange Partner Property with improvements by the Government, convey, by Warranty Deed, preliminary, not final, draft of which is attached as **Exhibit M**, fee simple title to the 96± acres, more or less, with all improvements, free and clear of all encumbrances and special assessments which are a lien against said land and improvements, subject to existing easement(s) for public roads and highways, utilities, railroads and pipelines. EXCHANGE PARTNER acknowledges the attached Exhibit is a preliminary draft and is subject to change to accommodate changes including, but not limited to, changes in local, state or federal standards/Government standards. This preliminary draft may be modified based on issues that may arise, including, but not limited to, the outcome of all environmental analyses and studies, including the NEPA process. The EXCHANGE PARTNER agrees that loss or damage to the Exchange Partner's Property by fire or acts of God shall be at the risk of the EXCHANGE PARTNER until the title to the land and deed to the Government have been accepted by the Government through its duly authorized representative; and, in the event that such loss or damage occurs before the risk of loss has passed to the Government, the Government may, without liability, refuse to accept conveyance of the title or it may elect to accept conveyance of title to such property, provided such property is determined to still be acceptable for construction of a USARC. The EXCHANGE PARTNER shall also remain liable for all losses damages or injuries to persons or property occurring thereon or related thereto (except as may be caused by the negligence or willful misconduct of the Government or its agents), prior to the conveyance of said property to the Government hereunder.

F. The Exchange Partner, as part of the consideration for the conveyance by the Government of the Government Property, shall grant to the Government a Lease over the Government Property, **Exhibit L**, simultaneously with the Government's conveyance of the Government Property, authorizing the Government to remain on the Government Property, while

the Replacement Facility is constructed by the Government on the EXCHANGE PARTNER Property.

G. EXCHANGE PARTNER shall coordinate with the Government in completing a real property accountability form, DD1354 - Transfer and Acceptance of Military Real Property, in the format required. The EXCHANGE PARTNER shall furnish a draft of the document to the Government, upon transfer of title to the property and its improvements, which will then be reviewed and finalized for final approval and execution by the Government.

IV. OBLIGATIONS OF THE GOVERNMENT

A. The Government will provide EXCHANGE PARTNER with access to all historical and environmental data for the Government Property consistent with applicable law and regulation. If any such data has been marked as "For Official Use Only", the Commander 99th Regional Support Command or his or her delegate will coordinate with the appropriate record custodian for release to EXCHANGE PARTNER for use related to this Agreement. EXCHANGE PARTNER agrees that, to the extent permitted by Virginia law, use of any such data will be used solely for the purposes of this exchange action and that no data will be disclosed outside of EXCHANGE PARTNER or its environmental contractors, or consultants, if any, without the express written permission of the record custodian.

B. The Government will provide all environmental analyses and documentation necessary for the exchange of the properties satisfactorily to the Government, prior to conveyance of the Government Property.

C. The Government has provided the ECP for both the Government Property and EXCHANGE PARTNER Property.

D. The Government will provide the FOST for the Government property prior to conveyance of the Government Property.

E. The Government will provide the EA and FNSI for the disposal of the Government property, as required and satisfactorily to the Government, prior to conveyance of the Government Property.

F. The Government has acquired a legal description of the Government Property, and a plat, survey, and legal description of the EXCHANGE PARTNER property suitable for recordation in the local land records as required by Virginia law. The Exchange Partner will provide a survey for the Government Property.

G. The Government has prepared appraisals of the properties through the U. S. Army Corps of Engineers, Savannah District.

H. The Government has obtained acceptable title insurance on the property to be conveyed to the Government on behalf of the Government.

I. The Government will reasonably approve all engineering and environmental reviews/analysis and required real estate documents related to this exchange.

J. The Government will, within sixty (60) days of acceptance of the Replacement Facilities by the Government, convey by Quitclaim Deed, preliminary, not final, draft of which is attached as **Exhibit N**, the Government's interest to the 10± acres, more or less, along with all buildings and other structures, subject to existing easement(s) for public roads and highways, utilities, railroads and pipelines. EXCHANGE PARTNER acknowledges the attached Exhibit is a preliminary draft and is subject to change to accommodate changes, including, but not limited to, changes in local, state or federal standards. This preliminary draft may be modified based on issues that may arise, including, but not limited to, the outcome of all environmental analyses and studies, including the NEPA process. Upon conveyance of the Government property to the EXCHANGE PARTNER as provided herein, the Government shall have no responsibility for the provision of police, fire, emergency medical services, trash pick-up, road maintenance, utility services or any other maintenance or other municipal type services to said property. The Government will continue to conduct general building maintenance and pay for all utilities provided to the building in accordance with the terms of the lease, **Exhibit L**. The delivery of the Quitclaim Deed to the EXCHANGE PARTNER for the Government property and acceptance of the conveyance of the EXCHANGE PARTNER property, shall be deemed full performance by the Government of its obligations hereunder with regard to the Government property conveyed thereby, except for the continuing obligation of the Government provided for in the deed of conveyance, and as may be specifically provided for in this Agreement.

K. All of the Government property is conveyed under this Agreement in an “as is”, “where is,” condition, without any representation or warranty whatsoever by the Government or its agents concerning the state of repair or condition of said property, except as may otherwise be specifically provided hereunder or within the deed of conveyance.

V. MUTUAL OBLIGATIONS

A. All obligations of the Government under this Exchange Agreement are subject to, and conditioned upon, the satisfactory completion (at the Government's sole discretion) of all environmental documentation required to convey the Government Property. If any item is not satisfactorily completed, this agreement shall be null and void.

B. The parties agree to immediately notify each other of any significant change in community sentiment or opposition to the proposed exchange by local, state or Federal Government officials.

VI. DISPUTES

A. This contract is subject to the Contract Disputes Act of 1978, 41 U.S.C. 7101-7109 et seq., as amended. Except as provided in the Act, all disputes arising under or relating to this contract shall be resolved under this clause.

B. "Claim", as used in this clause, means a written demand or written assertion by one of the contracting parties seeking, as a matter of right, the payment of money in a sum certain, the adjustment or interpretation of contract terms, or other relief arising under or relating to this contract.

C. A claim arising under a contract, unlike a claim relating to that contract, is a claim that can be resolved under a contract clause that provides for the relief sought by the claimant. However, a written demand or written assertion by the EXCHANGE PARTNER seeking the payment of money exceeding \$100,000 is not a claim under the Act until certified as required by the following paragraph. A voucher, invoice or other routine request for payment that is not in dispute when submitted is not a claim under the Act. The submission may be converted to a claim under the Act by complying with the submission and certification requirements of this clause, if it is disputed either as to a liability or amount or is not acted upon in a reasonable time.

D. A claim by the EXCHANGE PARTNER shall be made in writing and submitted to the Contracting Officer for a written decision. A claim by the Government against the EXCHANGE PARTNER shall be subject to a written decision by the Contracting Officer. For EXCHANGE PARTNER claims exceeding \$100,000, the EXCHANGE PARTNER shall submit with the claim a certification that the claim is made in good faith, supporting data are accurate and complete to the best of the EXCHANGE PARTNER's knowledge and belief and the amount requested accurately reflects the contract adjustment for which the EXCHANGE PARTNER believes the Government is liable.

E. If the EXCHANGE PARTNER is an individual, the individual shall execute the certification. If the EXCHANGE PARTNER is not an individual, the certification shall be executed by a senior company official in charge at the EXCHANGE PARTNER's plant or location involved or an officer or general partner of the EXCHANGE PARTNER having overall responsibility for the conduct of the EXCHANGE PARTNER's affairs.

F. For the EXCHANGE PARTNER claims of \$100,000 or less, the Contracting Officer must, if requested in writing by the EXCHANGE PARTNER, render a decision within 60 days of the request. For EXCHANGE PARTNER certified claims over \$100,000, the Contracting Officer must, within 60 days, decide the claim or notify the EXCHANGE PARTNER of the date of which the decisions will be made.

G. The Contracting Officer's decision shall be final unless the EXCHANGE PARTNER appeals or files a suit as provided in the Act.

H. The Government shall pay interest on the amount found due and unpaid from (1) the date the Contracting Office receives the claim (property certified if required) or (2) the date payment otherwise would be due, if that date is later, until the date of payment. Simple interest on claims shall be paid at the rate, fixed by the Secretary of the Treasury as provided in the Act, which is applicable to the period during which the Contracting Officer receives the claim and then at the

rate applicable for each 6 month period as fixed by the Treasury Secretary during the pendency of the claim.

I. The EXCHANGE PARTNER shall proceed diligently with performance of this contract, pending final resolution of any request for relief, claim, appeal or action arising under the contract and comply with any decision of the Contracting Officer or District Engineer, U.S. Army Engineer District, Savannah, Georgia.

J. Notwithstanding any other provision of the Contract Disputes Act of 1978, as amended, the EXCHANGE PARTNER and the Contracting Officer or District Engineer, U.S. Army Engineer District, Savannah, Georgia, may use any alternative means of dispute resolution under 5 USC 571, or other mutually agreeable procedures, for resolving claims. The EXCHANGE PARTNER shall certify the claim when required to do so as provided under this Act or as otherwise required by law. All provisions of 5 USC 58 et seq shall apply to such alternative means of dispute resolution.

VII. MISCELLANEOUS PROVISIONS

A. This Agreement incorporates and includes all prior negotiations and agreements, except the Letter Agreement (**Exhibit O**), applicable to the matters contained herein. The parties agree that this Agreement constitutes the entire understanding between the parties and supersedes previous representations whether written or oral and any other written or oral agreement between the parties.

B. This Agreement may be amended only by written mutual consent of the parties to this Agreement.

C. This transaction requires that the Government will receive replacement land with improvements that is equal to or greater than the value of the Government Property located 1500 Bennetts Creek Road, Suffolk, Virginia.

D. Nothing contained in this Agreement will make or will be construed to make the parties hereto partners or joint venturers with each other nor be construed to render either of the parties hereto liable to any third party for debts or obligations of the other party hereto.

E. The failure of either party to insist upon strict performance of any of the terms, covenants, or conditions of this Agreement shall not be construed as a waiver or a relinquishment of that party's rights to future performance of any such term(s), covenants, or conditions by the other party.

F. All personal pronouns used in this Agreement, whether used in the masculine, feminine, or neuter gender, will include all other genders.

G. EXCHANGE PARTNER may not transfer or assign its rights and interests in and under this Agreement without the written consent of the Government. The covenants, agreements, rights, and responsibilities contained in this Agreement inure to the benefit of and are binding upon the

parties hereto, their successors, and assigns. Nothing in this Agreement shall be construed as creating any rights of enforcement against any persons or entities that are not a party hereto, nor shall this agreement be construed as creating any rights, interest, or third party beneficiary status for any persons or entities not a signatory to this Agreement.

H. If any provision of this Agreement is declared or found to be illegal, unenforceable, or void then both parties shall be relieved of any obligations under that provision. Notwithstanding such a finding, this Agreement shall remain in full force and effect and be binding on the parties hereto as to the remaining terms to the fullest extent permitted by law.

I. Notices. A notice, demand, or other communication under this Agreement by either party to the other shall be sufficiently given or delivered if it is dispatched by registered or certified mail, postage prepaid, return receipt requested, or delivered personally, and, (1) in the case of the Government, is addressed to:

U.S. Army Corps of Engineers, Savannah District
Attn: Chief, Real Estate Division
100 West Oglethorpe Avenue
Savannah, Georgia 31401-3640

and, (2) in the case of the EXCHANGE PARTNER, is addressed to:

City of Suffolk, Virginia
Department of Parks & Recreation
Attn: Michael Kelly
P.O. Box 1858
Suffolk, Virginia 23439

or such other address with respect to either party as that party may, from time to time, designate in writing and forward to the other party as provided in this Section.

VIII. ANTI-DEFICIENCY ACT

Should it be construed that the Government shall have been obligated under this Agreement to pay or reimburse any money hereunder, nothing in this Agreement shall be interpreted to require obligations or payments by the United States in violation of the Anti-Deficiency Act, as amended, 31 U.S.C. §1341.

IX. The effective date of this Agreement shall be the date on which this Agreement has been signed by the Deputy Assistant Secretary of the Army.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals on the date subscribed opposite their respective names.

CITY OF SUFFOLK, VIRGINIA

Date

BY: _____
(TYPED NAME)

TITLE: _____

**UNITED STATES OF AMERICA
DEPARTMENT OF THE ARMY**

Date

BY: _____

EXHIBITS

EXHIBIT A – EXCHANGE PARTNER PROPERTY - LEGAL DESCRIPTION

EXHIBIT B – GOVERNMENT PROPERTY – LEGAL DESCRIPTION

EXHIBIT C - ECP – GOVERNMENT PROPERTY

EXHIBIT D - ECP – EXCHANGE PARTNER PROPERTY

EXHIBIT E - FOST

EXHIBIT F – EA – GOVERNMENT PROPERTY

EXHIBIT G – EA – EXCHANGE PARTNER PROPERTY

EXHIBIT H – FNSI – GOVERNMENT PROPERTY

EXHIBIT I – FNSI – EXCHANGE PARTNER PROPERTY

EXHIBIT J – MAP – GOVERNMENT PROPERTY

EXHIBIT K – SURVEY – EXCHANGE PARTNER PROPERTY

EXHIBIT L - LEASE

EXHIBIT M - DRAFT WARRANTY DEED/DRAFT BILL OF SALE

EXHIBIT N - DRAFT QUITCLAIM DEED

EXHIBIT O - LETTER AGREEMENT

EXHIBIT A

EXCHANGE PARTNER PROPERTY – LEGAL DESCRIPTION

EXHIBIT B

GOVERNMENT PROPERTY – LEGAL DESCRIPTION

NOTICE OF PUBLIC HEARING ON AN EXCHANGE AGREEMENT FOR REAL PROPERTY LOCATED AT 886 CAROLINA ROAD, SUFFOLK, VA. 23434 AND 1500 BENNETTS CREEK PARK ROAD SUFFOLK, VA. 23435.

Notice is hereby given that a public hearing will be held by the Suffolk City Council on Wednesday, April 16, 2014 at 7:00 p.m., or as soon thereafter as the matter may be heard, in the City Council Chambers, 441 Market Street, Suffolk, Virginia, for the purpose of considering the adoption of an ordinance authorizing the City Manager to execute an exchange agreement for real property with the United States of America represented by the Department of the Army. The Army desires to acquire approximately 96 acres of land located at 886 Carolina Road to construct a replacement facility and the City of Suffolk desires to acquire improved real property with approximately 10 acres of land located at 1500 Bennetts Creek Park Road.

Copies of the aforementioned ordinance are available for inspection during regular municipal hours, in the City Clerk's Office located at, 441 Market Street, Suffolk, Virginia. Any interested persons may appear in person or by representative to express their views on the above-stated ordinance.

Any interested party whose participation in this meeting would require accommodation of a disability should contact Capital Programs and Budget Office, at 514-4030.



1500 Bennetts Creek Park Rd

RLM

M-1 O-1

B-2

O-1

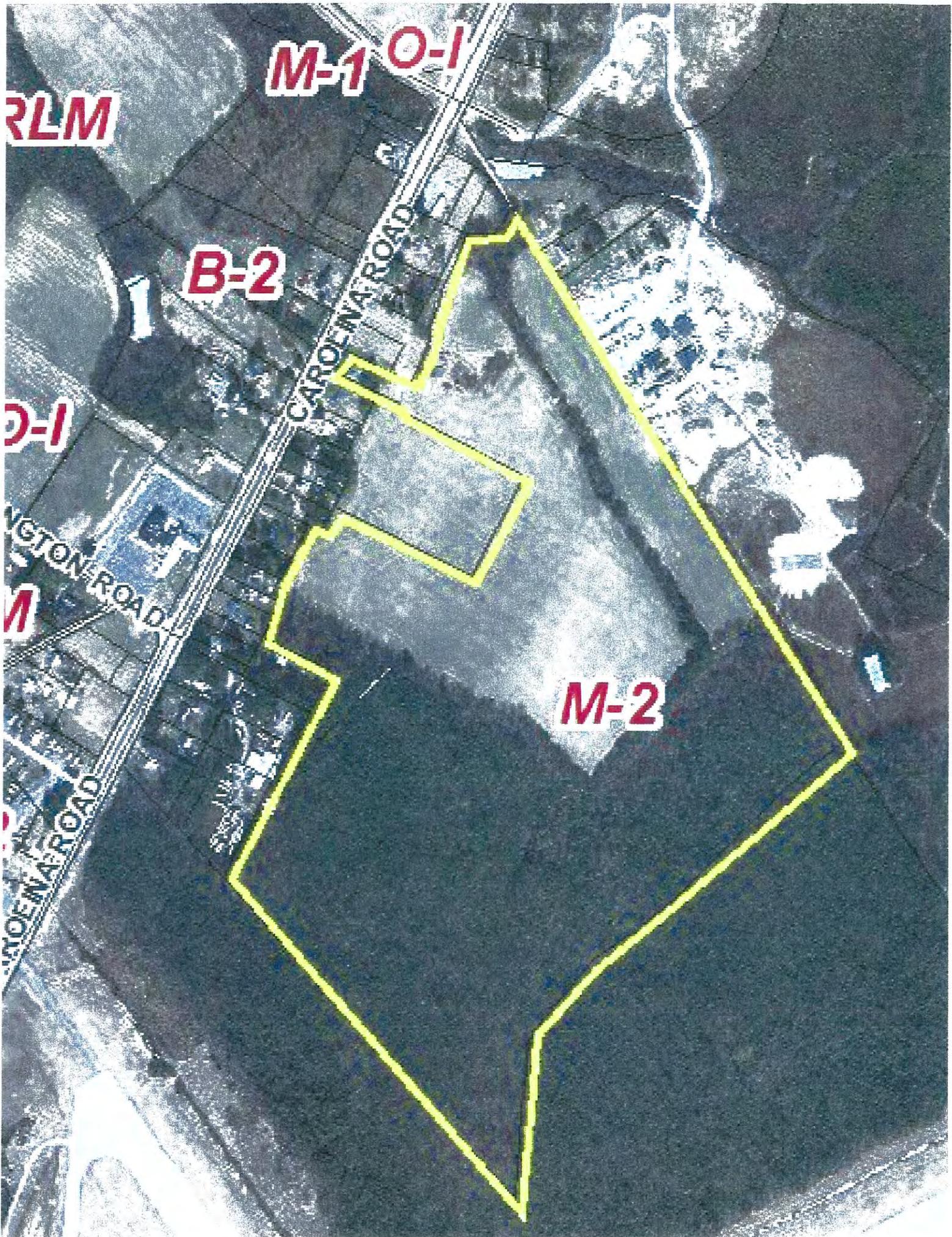
WINGTON ROAD

M

WINGTON ROAD

CAROLINA ROAD

M-2



AGENDA: April 16, 2014, Regular Session

ITEM: Public Hearing – An ordinance to amend Chapter 31, Unified Development Ordinance of the Code of the City of Suffolk, by amending Article 7, Supplemental Use Regulations, Section 31-714, Sign Regulations, subsection (b)(12) Menu Boards; OA1-14

Attached for your consideration is information pertaining to Ordinance Text Amendment OA1-14, initiated by the Suffolk Planning Commission for an amendment to the Code of the City of Suffolk, Chapter 31, Unified Development Ordinance, by amending Article 7, Supplemental Use Regulations, Section 31-714, Sign Regulations, subsection (b)(12) Menu Boards. The purpose of the text amendment is to refine the Unified Development Ordinance due to changed circumstances. In particular the proposed amendment will modify the allowed number, size and height of menu boards and establishes similar regulations for preview boards for drive-thru uses.

The Planning Commission, at their meeting of March 18, 2014, voted 8 to 0 to approve a Resolution recommending approval of the text amendment as proposed.

ATTACHMENTS:

- Staff Report
- Proposed Ordinance
- Exhibit A - Planning Commission Recommendation

STAFF REPORT

DESCRIPTION

PROPOSED ORDINANCE TEXT AMENDMENT OAI-14: Amendments to the Code of the City of Suffolk, Chapter 31, Unified Development Ordinance, by amending Article 7, Supplemental Use Regulations, Section 31-714, Sign Regulations, subsection (b)(12) Menu Boards.

APPLICANT: The proposed ordinance text amendments have been initiated by the Suffolk Planning Commission.

CERTIFICATION OF PUBLIC NOTICE: This request has been duly advertised in accordance with the public notice requirements set forth in Section 15.2-2204 of the Code of Virginia, as amended, and with the applicable provisions of the Unified Development Ordinance.

STAFF ANALYSIS

ISSUE:

Presented for your favorable consideration are proposed amendments to the Code of the City of Suffolk, Chapter 31, Unified Development Ordinance. The purpose of the text amendments, as summarized below, is to refine the Unified Development Ordinance due to changed circumstances. In particular the proposed amendment will modify the allowed number, size and height of menu boards and establishes similar regulations for preview boards for drive through uses.

CONSIDERATIONS AND CONCLUSIONS:

As part of the city's ongoing process improvements initiative, the Department of Planning and Community Development is continuing work in reviewing and amending the Unified Development Ordinance (UDO). These recommendations are a product of staff analysis and discussions and considerations presented with the Planning Commission's Committee on Ordinances. At their meeting on February 18, 2014, the Planning Commission's Committee on Ordinances, by a vote of 4-0, passed a motion to forward the proposed amendments to the March 18, 2014 Planning Commission meeting for public hearing and consideration with a recommendation for approval from the Planning Commission's Committee on Ordinances.

Specifically the proposed changes are:

- *Article 7, Supplemental Use Regulations, Section 31-714, Sign Regulations, subsection (b)(12), Signs Permitted in all Districts, Menu Boards:*

This ordinance change establishes the criteria that govern the use of *Menu Boards* and *Preview Boards* in association with drive-thru facilities.

In summary, one (1) *Menu Board* and one (1) *Preview Board* may be permitted per drive-thru service lane.

When located within a front yard, the total sign area of a permitted *Menu Board* shall not exceed twenty-four (24) square feet and shall not exceed a height of eight (8) feet above grade.

When located within a side or rear yard, the total sign area of a permitted *Menu Board* shall not exceed fifty-four (54) square feet and shall not exceed a height of ten (10) feet above grade.

When located within a front yard, the total sign area of a permitted *Preview Board* shall not exceed sixteen (16) square feet and shall not exceed a height of six (6) feet above grade.

When located within a side or rear yard, the total sign area of a permitted *Preview Board* shall not exceed twenty-four (24) square feet and shall not exceed a height of eight (8) feet above grade.

RECOMMENDATION:

On February 18, 2014 the Planning Commission's Committee on Ordinances, after review and comment, voted unanimously to forward the proposed text amendments to the Planning Commission for a public hearing. Staff recommends **approval** of the proposed text amendments as submitted.

The Planning Commission, at their meeting of March 18, 2014, voted 8 to 0 to **approve** a Resolution recommending approval of the text amendment as proposed.

Attachments:

Proposed Ordinance
Exhibit A – Planning Commission Recommendation

ORDINANCE NO. _____

AN ORDINANCE TO AMEND CHAPTER 31, UNIFIED DEVELOPMENT ORDINANCE OF THE CODE OF THE CITY OF SUFFOLK BY AMENDING ARTICLE 7, SUPPLEMENTAL USE REGULATION, SECTION 31-714, SIGN REGULATIONS, SUBSECTION (b)(12) MENU BOARDS; OA1-14

BE IT ORDAINED, by the Council of the City of Suffolk, Virginia, that Chapter 31, Article 7, Supplemental Use Regulations, Section 31-714, Sign Regulations, subsection (b)(12) Menu Boards of the Unified Development Ordinance of the Code of the City of Suffolk, Virginia, be and is hereby amended to read as follows:

SEC. 31-714. SIGN REGULATIONS.

- (b) **SIGNS PERMITTED IN ALL DISTRICTS.** Unless specifically prohibited below, the following signs are exempted from all provisions of this Section except for illumination, construction and safety regulations and the following standards:

- (12) **MENU BOARDS.** Where permitted by Table 406-1 (Principal Uses Permitted in Zoning Districts) and in addition to other permitted signs, drive-through uses having one or more food service windows may have one (1) menu board per ~~service window~~ drive-through lane provided that the total area of the menu board does not exceed ~~sixteen (16)~~ twenty-four (24) square feet when located in a front yard ~~or a side yard~~ and ~~thirty-two (32)~~ fifty-four (54) square feet when located in a side yard or rear yard. Menu boards shall not exceed ~~six (6)~~ eight (8) feet in height above grade in a front yard and ten (10) feet in height above grade in a side or rear yard.
- PREVIEW BOARDS.** Where permitted by Table 406-1 (Principal Uses Permitted in Zoning Districts) and in addition to other permitted signs, drive-through uses having one or more food service windows may have one (1) preview board per drive-through lane provided that the total area of the preview board does not exceed sixteen (16) square feet when located in a front yard or twenty-four (24) square feet when located in a side or rear yard. Preview boards shall not exceed six (6) feet in height above grade in a front yard and eight (8) feet in height above grade in a side or rear yard.

...

This ordinance shall be effective upon passage and shall not be published.

READ AND PASSED: _____

TESTE: _____

Erika S. Dawley, City Clerk

Approved as to Form:



Helivi L. Holland, City Attorney

EXHIBIT A

RESOLUTION NO. 14-03-6

CITY OF SUFFOLK PLANNING COMMISSION

A RESOLUTION TO PRESENT A REPORT AND RECOMMENDATION TO CITY COUNCIL RELATING TO AN ORDINANCE TO AMEND CHAPTER 31, UNIFIED DEVELOPMENT ORDINANCE OF THE CODE OF THE CITY OF SUFFOLK BY AMENDING ARTICLE 7, SUPPLEMENTAL USE REGULATION, SECTION 31-714, SIGN REGULATIONS, SUBSECTION (B)(12) MENU BOARDS – OA1-14

WHEREAS, the City of Suffolk Planning Commission has initiated amendments to the Unified Development Ordinance; and

WHEREAS, the specific request is that Article 7, Supplemental Use Regulations, Section 31-714, Sign Regulations, subsection (b)(12) Menu Boards, be amended as referenced on the attached Ordinance; and

WHEREAS, the procedural requirements for the consideration of this request by the Planning Commission have been met.

NOW, THEREFORE, BE IT RESOLVED by the Planning Commission of the City of Suffolk, Virginia, that:

Section 1. Findings

The Suffolk Planning Commission finds that the proposed ordinance amendments are reasonable and warranted.

Section 2. Recommendation to Council

The Planning Commission recommends to City Council that the ordinance amendments be:

- a. Granted as submitted and that the City Council adopt the proposed Ordinance without modification.
- b. Denied, and that Council not adopt the proposed ordinance.
- c. Granted with the modifications set forth on the attached listing of specific recommendations, and that Council adopt the proposed Ordinance with such modifications.

READ AND ADOPTED: MARCH 18, 2014
TESTE: Scott Malby

AGENDA: April 16, 2014, Regular Session

ITEM: Public Hearing – An Ordinance to grant a Conditional Use Permit to establish a Pawn Shop on property located at 3215 Bridge Road, Suite 1, Zoning Map 12, Parcel 12I, C6-14

Attached for your consideration is information pertaining to Conditional Use Permit Request C6-14, Suffolk Pawn & Gun, LLC, submitted by Jesse Erwin, Jr., of Suffolk Pawn and Gun, LLC, applicant, on behalf of Mountain View Bennett's Creek, LLC and Club Forest Bennett's Creek, LLC, property owners, for a Pawn Shop, in accordance with Section 31-306 and 31-406 of the Unified Development Ordinance. The affected area is located at 3215 Bridge Road, Suite 1 and also identified as Zoning Map 12, Parcel 12I, Sleepy Hole Voting Borough, zoned B-2, General Commercial Zoning District. The 2026 Comprehensive Plan designates this area as a part of the Northern Suburban/ Urban Development Area (Suburban).

The Planning Commission, at their meeting of March 18, 2014, voted 8 to 0 to **approve** a Resolution recommending approval of this request with conditions.

ATTACHMENTS

- Staff Report
- Proposed Ordinance
- Exhibit A – Planning Commission recommendation
- Exhibit B – Zoning/Land Use Map
- Exhibit C – Site Layout and Floor Plan

STAFF REPORT

DESCRIPTION

CONDITIONAL USE PERMIT: Conditional Use Permit Request C6-14, for a pawn shop in accordance with Sections 31-306 and 31-406 of the Unified Development Ordinance.

APPLICANT: Submitted by Jesse Erwin, Jr., of Suffolk Pawn and Gun, LLC, applicant, on behalf of Mountain View Bennett's Creek, LLC and Club Forest Bennett's Creek, LLC, property owners.

LOCATION: The affected property is located at 3215 Bridge Road, Suite 1 and also identified as Zoning Map 12, Parcel 12I, Sleepy Hole Voting Borough.

PRESENT ZONING: B-2, General Commercial Zoning District.

EXISTING LAND USE: Commercial shopping center.

PROPOSED LAND USE: Pawn shop.

SURROUNDING LAND USES:

North – RL district, single-family, agriculture, forested;

South – RU district, proposed residential development (The Retreat at Bennett's Creek);

East – B2 district, commercial shopping center;

West – B2 district, commercial retail and office buildings.

COMPREHENSIVE PLAN: The City's 2026 Comprehensive Plan identifies this property as being located within the Northern Suburban/ Urban Development Area (Suburban).

CHESAPEAKE BAY PRESERVATION AREA DESIGNATION: The property is located within the City's Chesapeake Bay Preservation Area Overlay District and designated as a Resource Management Area (RMA).

PUBLIC NOTICE: This request has been duly advertised in accordance with the public notice requirements set forth in Section 15.2-2204 of the Code of Virginia, as amended, and with the applicable provisions of the Unified Development Ordinance.

STAFF ANALYSIS

ISSUE

The applicant is requesting a conditional use permit to operate a pawn shop within a 7,200 square foot lease unit within an existing commercial shopping center located at the intersection of Lee Farm Lane and Bridge Road. The proposed pawn shop will carry a mix of items for sale and will offer short term loans or pawns. This business will also be a licensed precious metals dealer in addition to the buying and selling of firearms.

The proposed hours of operation for the pawn shop are Monday through Saturday from 9:00 a.m. until 6:00 p.m.

CONSIDERATIONS AND CONCLUSIONS

1. Section 31-406 of the Unified Development Ordinance (UDO) requires that a conditional use permit be obtained for a pawn shop within the B-2, General Commercial Zoning District.
2. Supplemental standards are established in the UDO for pawn shops:
 - a) *All pawn shops and pawnbrokers must comply with the Code of the City of Suffolk.*

City Code Section 18-246 to 18-256, and, Section 82-1158, specifies provisions pertaining to Secondhand Dealer and Pawnbroker operations. In that regard, the applicants will be required to obtain permits to operate from both the Chief of Police and from the Circuit Court. They must also obtain a Retail Merchant License from the Commissioner of Revenue; pay a license tax and provide a \$50,000 surety bond. The applicant is also required to provide daily reports of business activity to the Chief of Police. It should also be noted that the City Code prohibits pawn shops from doing business with those under 18 years of age.

- b) *All pawn shops and pawnbrokers must comply with Section 54.1-4000 of the Code of Virginia.*

This code section defines a pawn shop and pawnbroker.

3. The proposed hours of operation of the pawn shop are Monday through Saturday from 9:00 a.m. until 6:00 p.m.
4. The site is currently served by public water and sewer.
5. The off-street parking requirements outlined in the UDO for shopping centers require a minimum of one space per 1000 square feet of gross floor area and a maximum of seven space per 1000 square feet of gross floor area. The pawn shop use will require a minimum of 8 and a maximum of 51 parking spaces. The shopping center has adequate available parking to serve the proposed use.
6. Pursuant to Section 31-306 of the Unified Development Ordinance (UDO), a Conditional Use Permit recognizes uses that, because of their unique characteristics or potential impacts on adjacent land uses, are not generally permitted in certain zoning districts as a matter of right. Rather, such uses are permitted through the approval of a Conditional Use Permit by City Council when the right set of circumstances and conditions are found acceptable.

Conditional Use Permit Approval Criteria (31-306(c)) - As may be specified within each zoning district, uses permitted subject to conditional use review criteria shall be permitted only after review by the Planning Commission and approval by the City Council and only if the applicant demonstrates that:

- a) *The proposed conditional use shall be in compliance with all regulations of the applicable zoning district, the provisions of Article 6 of the ordinance and any applicable supplemental use standards as set forth in Article 7 of the Ordinance.*

The proposed use of a pawn shop is a listed conditional use in the B-2 zoning district per the City's Unified Development Ordinance. Supplemental standards have been established under Section 31-711 of the Unified Development Ordinance. The proposed use will comply with the standards of the UDO.

- b) *The proposed conditional use shall conform to the character of the neighborhood within the same zoning district in which it is located. The proposal as submitted or modified shall have no more adverse effects on health, safety or comfort of persons living or working in or driving through the neighborhood, or shall be no more injurious to property or improvements in the neighborhood, than would any other use generally permitted in the same district. In making such a determination, consideration should be given to the location, type and height of buildings or structures, the type and extent of landscaping and screening on the site and whether the proposed use is consistent with any theme, action, policy or map of the Comprehensive Plan which encourages mixed uses and/or densities.*

The proposed conditional use permit request should conform to the character of the neighborhood. The shopping center in which the pawn shop is proposed to be located and surrounding commercial buildings contain a mixture of uses. With appropriate conditions this use will not be adverse to people living, working in, or driving through the neighborhood as compared to similar retail commercial uses. The applicant has experience with the operation of a pawn shop and has indicated he is a licensed precious metals dealer and has a Federal Firearms License.

- c) *Adequate measures shall be taken to provide ingress and egress so designed as to minimize traffic hazards and to minimize traffic congestion on the public roads.*

The request for the pawn shop has been reviewed by the City's Traffic Engineering Department who expressed no concerns regarding traffic for the proposal.

- d) *The proposed use shall not be noxious or offensive by reason of vibration, noise, odor, dust, smoke or gas.*

The proposed use is for a pawn shop and should not produce excess vibration, noise, odor, dust, smoke or gas.

- e) *The proposed use shall not be injurious to the use and enjoyment of the property in the immediate vicinity for the purposes already permitted nor substantially diminish or impair the property values within the neighborhood.*

The property is located in an established commercial district and corridor. The operation of this establishment should not be injurious to the uses in the immediate vicinity. The proposed use will occur entirely within the existing commercial building. The proposed use will be required to provide in store surveillance cameras

as well as an alarm system to protect the merchandise within the pawn shop. The police department has also recommended that store employees be trained to operate the surveillance system and provide the police with copies of surveillance photos and videos as requested.

- f) The establishment of the proposed use shall not impede the orderly development and improvement of surrounding property for uses permitted within the zoning district.*

The property is located in an established commercial district and corridor. The use of this property for a pawn shop should not impede the orderly development and improvement of surrounding properties.

- g) The establishment, maintenance or operation of the proposed use shall not be detrimental to or endanger the public health, safety, morals, comfort or general welfare.*

With appropriate conditions, this proposed use should not be a detriment or endangerment to the public with the recommended conditions in place to protect the potential merchandise that the business will carry.

- h) The public interest and welfare supporting the proposed conditional use shall be sufficient to outweigh the individual interests which are adversely affected by the establishment of the proposed use.*

The public interest and welfare should not be compromised by this conditional use request.

RECOMMENDATION

It is staff's position that the site in question is appropriate for the proposed use given the size and nature of the establishment and the proposed hours of operation. The operation of a pawn shop should not adversely impact the surrounding neighborhood. Therefore, staff recommends **approval** of Conditional Use Permit request C6-14 with the following conditions:

1. This permit is granted to establish a Pawn Shop, as defined in the Unified Development Ordinance, at the location as specified in Exhibit B and Exhibit C.
2. The applicant must comply with the requirements of Section 54.1-4000, et seq. of the Code of Virginia, (1950), as amended as it relates to the operation of pawn shops, and, with the terms of City Code Section 18-246 to 18-256, and, Section 82-1158, pertaining to provisions for Secondhand Dealer and Pawnbroker operations.
3. The applicant shall provide video surveillance with a minimum of two cameras placed in the front of the store to capture ingress and egress as recommended and approved by the police department.
4. There shall be an employee on staff that is able to operate the surveillance system at all times. The applicant shall provide copies of the surveillance photos and videos to the

police as requested and have a monitor available for viewing on-site.

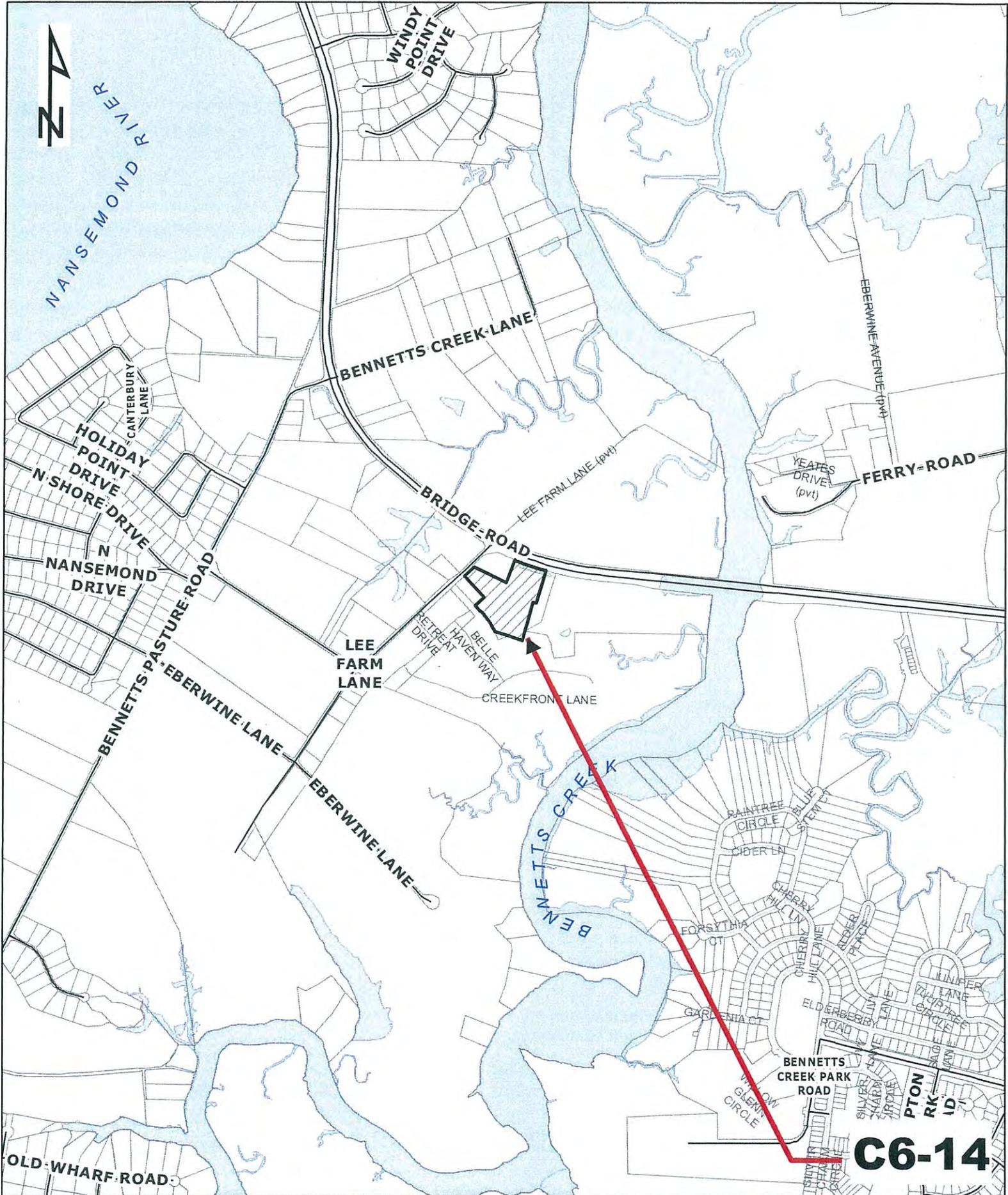
5. All hand guns shall be locked in a commercial safe each night. All rifles and shotguns shall be secured by a commercial grade locking system designed for the security of long guns and approved by the Police Department.
6. The hours of operation shall be limited to 9 a.m. until 6 p.m. Monday through Saturday.
7. Payday loan services shall not be offered as part of the check cashing operation.

The Planning Commission, at their meeting of March 18, 2014, voted 8 to 0 to **approve** a Resolution recommending approval of this request with conditions.

Attachments

- Proposed Ordinance
- Exhibit A – Planning Commission recommendation
- Exhibit B – Zoning/Land Use Map
- Exhibit C – Site Layout and Floor Plan

General Location Map



C6-14

ORDINANCE NO.

AN ORDINANCE TO GRANT A CONDITIONAL USE PERMIT TO ESTABLISH A PAWN SHOP ON PROPERTY LOCATED AT 3215 BRIDGE ROAD, SUITE 1, ZONING MAP 12, PARCEL 12I, C6-14

WHEREAS, Jesse Erwin, Jr., of Suffolk Pawn and Gun, LLC, applicant, on behalf of Mountain View Bennett's Creek, LLC and Club Forest Bennett's Creek, LLC, property owners, has requested a conditional use permit for a pawn shop on a certain tract of land situated in the City of Suffolk, Virginia, which land is designated on the Zoning Map of the City of Suffolk, Virginia, as Zoning Map 12, Parcel 12I, which land is depicted on Exhibit "B"; and,

WHEREAS, the procedural requirements of Article 3, Section 31-306 of the Code of the City of Suffolk, Virginia, 1998 (as amended), have been followed; and,

WHEREAS, in acting upon this request, the Planning Commission and City Council have considered the matters enunciated in Section 15.2-2284 of the Code of Virginia (1950), as amended, and Article 1, Section 31-102 and Article 3, Section 31-306(c)(1 through 8) of the Code of the City of Suffolk, 1998 (as amended), with respect to the purposes stated in the Code of Virginia (1950), as amended, Sections 15.2-2200 and 15.2-2283; and,

WHEREAS, the Planning Commission has made a recommendation as stated in Exhibit "A".

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Suffolk, Virginia, that:

Section 1. Exhibits.

Exhibit "A", "Planning Commission Recommendation", Exhibit "B", "Zoning/Land Use Map" and Exhibit "C", "Site Layout and Floor Plan" which are attached hereto, are hereby incorporated as part of this ordinance.

Section 2. Findings.

Council finds that the proposal for a conditional use permit, as submitted or modified with conditions herein, the expressed purpose of which is to permit a pawn shop is in conformity with the standards of the Unified Development Ordinance of the City of Suffolk and that it will have no more adverse effects on the health, safety or comfort of persons living or working in or driving through the neighborhood, and will be no more injurious to property or improvements in the neighborhood than would any other use generally permitted in the same district, taking into consideration the location, type and height of buildings or structures, the type and extent of landscaping and screening on site and whether the use is consistent with any theme, action, policy or map of the Comprehensive Plan which encourages mixed uses and/or densities with the conditions set forth below.

These findings are based upon the consideration for the existing use and character of property, the Comprehensive Plan, the suitability of property for various uses, the trends of growth or change, the current and future requirements of the community as to land for

various purposes as determined by population and economic studies and other studies, the transportation requirements of the community, the requirements for airports, housing, schools, parks, playgrounds, recreation areas and other public services, the conservation of natural resources, the preservation of flood plains, the preservation of agricultural and forestal land, the conservation of properties and their values, and the encouragement of the most appropriate use of land throughout the City.

These findings are based upon a determination that the most reasonable and limited way of avoiding the adverse impacts of a pawn shop is by the imposition of the conditions provided herein.

Section 3. Permit Granted.

The conditional use permit for the Property be, and it is hereby, approved for the Property, subject to the general conditions set forth in Section 4 hereof. The conditional use permit is specifically for a pawn shop in compliance with Sections 31-306, 31-406, and 31-711 of the Code of the City of Suffolk.

Conditions

1. This permit is granted to establish a Pawn Shop, as defined in the Unified Development Ordinance, at the location as specified in Exhibit B and Exhibit C.
2. The applicant must comply with the requirements of Section 54.1-4000, et seq. of the Code of Virginia, (1950), as amended as it relates to the operation of pawn shops, and, with the terms of City Code Section 18-246 to 18-256, and, Section 82-1158, pertaining to provisions for Secondhand Dealer and Pawnbroker operations.
3. The applicant shall provide video surveillance with a minimum of two cameras placed in the front of the store to capture ingress and egress as recommended and approved by the police department.
4. There shall be an employee on staff that is able to operate the surveillance system at all times. The applicant shall provide copies of the surveillance photos and videos to the police as requested and have a monitor available for viewing on-site.
5. All hand guns shall be locked in a commercial safe each night. All rifles and shotguns shall be secured by a commercial grade locking system designed for the security of long guns and approved by the Police Department.
6. The hours of operation shall be limited to 9 a.m. until 6 p.m. Monday through Saturday.
7. Payday loan services shall not be offered as part of the check cashing operation.

Section 4. General Conditions.

- (a) The conditional use permit may be revoked by City Council upon failure to comply with any of the conditions contained herein, after ten days written notice to Jesse Erwin, Jr., of Suffolk Pawn and Gun, LLC, applicant, and Mountain

View Bennett's Creek, LLC and Club Forest Bennett's Creek, LLC, property owners, or their successors in interest, and a hearing at which such persons shall have the opportunity to be heard.

- (b) To the extent applicable, the requirements set forth in Section 31-306 of the Code of the City of Suffolk, Virginia shall be met.
- (c) The commencement of the use described in Section 3 of this ordinance shall be deemed acceptance by Jesse Erwin, Jr., of Suffolk Pawn and Gun, LLC, applicant, and Mountain View Bennett's Creek, LLC and Club Forest Bennett's Creek, LLC, property owners, or any party undertaking or maintaining such use, of the conditions to which the conditional use permit herein granted is subject.

Section 5. Severability.

It is the intention of the City Council that the provisions, sections, paragraphs, sentences, clauses and phrases of this ordinance are severable; and if any phrase, clause, sentence, paragraph, section and provision of this ordinance hereby adopted shall be declared unconstitutional or otherwise invalid by the valid judgment or decree of a court of competent jurisdiction, such unconstitutionality or invalidity shall not affect any of the remaining phrases, clauses, sentences, paragraphs, sections and provisions of this ordinance, to the extent that they can be enforced notwithstanding such determination.

Section 6. Recordation.

A certified copy of this ordinance shall be recorded, by the applicant, in the name of the property owner as grantor in the office of the Clerk of Circuit Court.

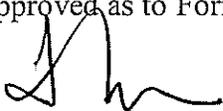
Section 7. Effective Date.

This ordinance shall be effective upon passage and shall not be published or codified. The conditional use authorized by this permit shall be implemented within two (2) years from the date of approval by the City Council and shall terminate if not initiated within that time period.

READ AND PASSED: _____

TESTE: _____
Erika Dawley, City Clerk

Approved as to Form:



Helivi L. Holland, City Attorney

Exhibit A

RESOLUTION NO. 14-03-04

**CITY OF SUFFOLK PLANNING COMMISSION
A RESOLUTION TO PRESENT A REPORT AND RECOMMENDATION
TO CITY COUNCIL RELATING TO A CONDITIONAL USE PERMIT
TO ESTABLISH A PAWN SHOP ON PROPERTY LOCATED AT 3215 BRIDGE ROAD,
SUITE 1, ZONING MAP 12, PARCEL 12I
C6-14**

WHEREAS, Jesse Erwin, Jr., of Suffolk Pawn and Gun, LLC, applicant, on behalf of Mountain View Bennett's Creek, LLC and Club Forest Bennett's Creek, LLC, property owners, has requested the issuance of a conditional use permit for a certain tract of land situated in the City of Suffolk, Virginia, which land is described and depicted on the proposed Ordinance attached hereto and incorporated herein by reference; and

WHEREAS, the specific request is to permit a pawn shop in accordance with Sections 31-306, 31-406, and 31-711 of the Unified Development Ordinance.

NOW, THEREFORE, BE IT RESOLVED by the Planning Commission of the City of Suffolk, Virginia, that:

Section 1. Findings.

The Suffolk Planning Commission finds that the proposal for a conditional use permit, as submitted or modified herein:

- a. Will have no more adverse effects on the health, safety or comfort of persons living or working in or driving through the neighborhood,
- b. Will have more adverse effects on the health, safety or comfort of persons living or working in or driving through the neighborhood,
- c. Will be no more injurious to property or improvements in the neighborhood, or
- d. Will be more injurious to property or improvements in the neighborhood than would any other use generally permitted in the same district, taking into consideration the location, type and height of buildings or structures, the type and extent of landscaping and screening on site and whether the use is consistent with any theme, action, policy or map of the Comprehensive Plan which encourages mixed uses and/or densities.

Section 2. Recommendation to Council.

The Planning Commission recommends to City Council that the request, C6-14, be:

- a. Granted as submitted, and that the City Council adopt the proposed Ordinance without modification.

b. Denied, and that Council not adopt the proposed Ordinance.

 X c. Granted with the modifications set forth on the attached listing of specific recommendations, and that Council adopt the proposed Ordinance with such modifications.

READ AND ADOPTED: MARCH 18, 2014

TESTE: [Signature]

CONDITIONAL USE PERMIT

C6-14

CONDITIONS

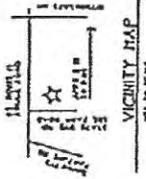
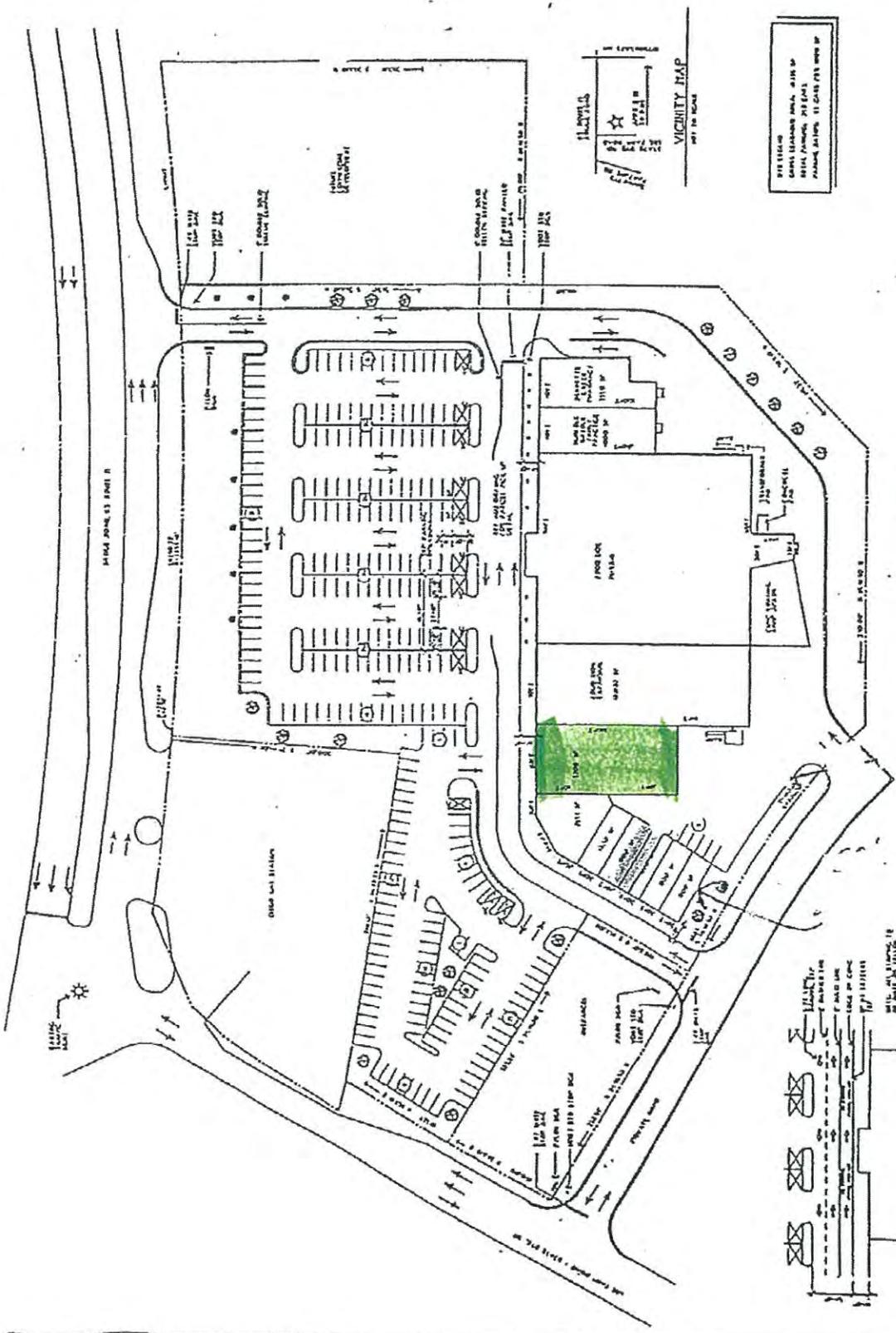
1. This permit is granted to establish a Pawn Shop, as defined in the Unified Development Ordinance, at the location as specified in Exhibit B and Exhibit C.
2. The applicant must comply with the requirements of Section 54.1-4000, et seq. of the Code of Virginia, (1950), as amended as it relates to the operation of pawn shops, and, with the terms of City Code Section 18-246 to 18-256, and, Section 82-1158, pertaining to provisions for Secondhand Dealer and Pawnbroker operations.
3. The applicant shall provide video surveillance with a minimum of two cameras placed in the front of the store to capture ingress and egress as recommended and approved by the police department.
4. There shall be an employee on staff that is able to operate the surveillance system at all times. The applicant shall provide copies of the surveillance photos and videos to the police as requested and have a monitor available for viewing on-site.
5. All hand guns shall be locked in a commercial safe each night. All rifles and shotguns shall be secured by a commercial grade locking system designed for the security of long guns and approved by the Police Department.
6. The hours of operation shall be limited to 9 a.m. until 6 p.m. Monday through Saturday.
7. Payday loan services shall not be offered as part of the check cashing operation.

David Butler
Architect P.C.
381 Southlake Boulevard
Farmingdale, Virginia 23009
804.693.1111

LEASE PLAN
EDMUND'S CREEK EXPANSION
US ROUTE 17 & LEE PARK ROAD
SUFFOLK VIRGINIA

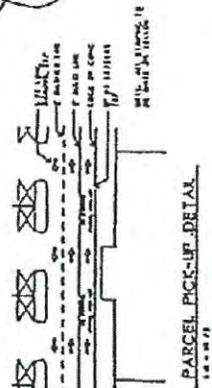
EXPANSION
LEASE PLAN

L1



PROJECT LOCATION
GENERAL CONTRACTOR: [Name]
ARCHITECT: [Name]
DATE: [Date]

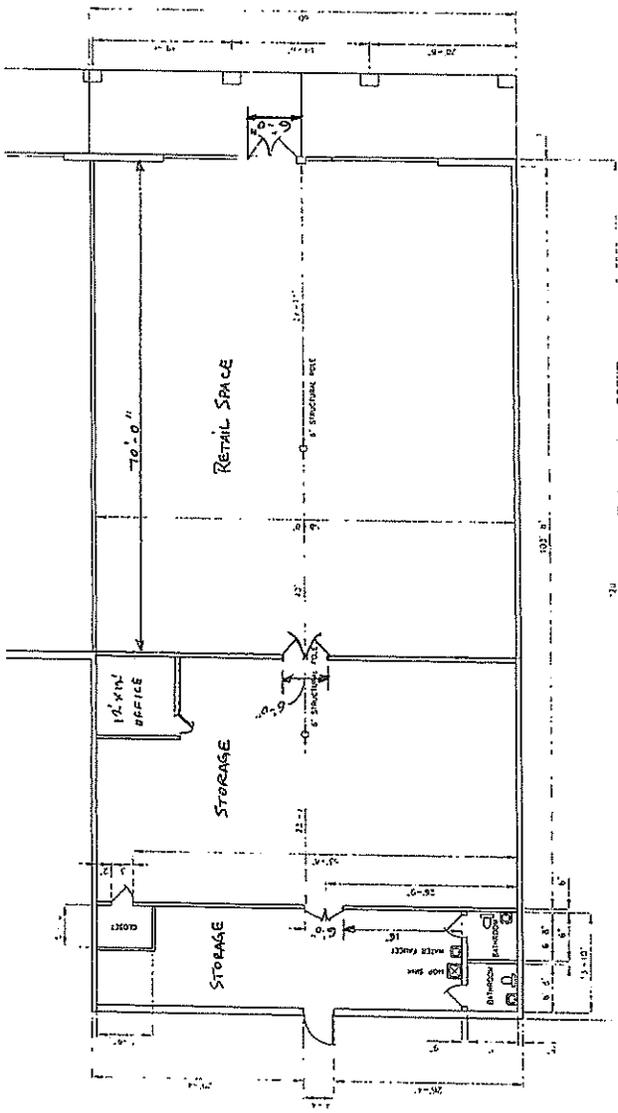
LEASE PLAN
10-0-01





Commercial Real Estate Services
STEVE GREEN 757.491.1980

PINNACLE GROUP ENGINEERING, INC. 1837 Peninsula Park, Suite 4 Virginia Beach, VA 23464 Tel: (757) 434-2724 & Fax: (757) 434-5858 E-mail: info@pinnacleeng.com		SHOPPES AT BENNETT CREEK SUFFOLK, VIRGINIA	SUITE 100 LAYOUT PLAN	PROJECT NO. 2004-042
				DATE 1/27/04
NO. 001	DATE 12/24/03	DRAWN BY [Signature]	CHECKED BY [Signature]	SCALE 1/8" = 1'-0"



SUITE AREA = 7,200 SF

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AGENDA: April 16, 2014, Regular Session

ITEM: Public Hearing – An ordinance to grant a Conditional Use Permit to establish an Accessory Dwelling Unit on property located at 4235 Sleepy Hole Road, Zoning Map 19, Parcel 12C; C03-14

Attached for your consideration is information pertaining to Conditional Use Permit Request C03-14, submitted by Jason Fawcett, applicant, on behalf of Roger, Dorothy, Lindsay and Jason Fawcett, property owners, to permit an Accessory Dwelling Unit in accordance with Sections 31-306, 31-406 and 31-701, of the Unified Development Ordinance. The affected property is located at 4235 Sleepy Hole Road and is further identified as Zoning Map 19, Parcel 2C, Sleepy Hole Voting Borough, zoned RL, Residential Low Density Zoning District. The 2026 Comprehensive Plan designates this area as a part of the Northern Suburban/Urban Development Area (Suburban).

The Planning Commission, at their meeting of March 18, 2014, voted 8 to 0 to approve a Resolution recommending approval of this request with conditions.

ATTACHMENTS:

- Staff Report
- Proposed Ordinance
- Exhibit A – Planning Commission recommendation
- Exhibit B – Zoning/Land Use Map
- Exhibit C – Site Plan

STAFF REPORT

DESCRIPTION

CONDITIONAL USE PERMIT: Conditional Use Permit Request C03-14, submitted by Jason Fawcett, applicant, on behalf of Roger, Dorothy, Lindsey and Jason Fawcett, property owners, to permit an accessory dwelling unit in accordance with Sections 31-306, 31-406, and 31-701 of the Unified Development Ordinance.

APPLICANT: Submitted by Jason Fawcett, applicant, on behalf of Roger, Dorothy, Lindsey and Jason Fawcett, property owners.

LOCATION: The affected property is located at 4235 Sleepy Hole Road and is further identified as Zoning Map 19, Parcel 2C.

PRESENT ZONING: RL, Residential Low Density District

EXISTING LAND USE: 2.25 acre site that contains a single family home with a detached two story garage.

PROPOSED LAND USE: Proposing to utilize the second floor living space within the detached garage for an accessory dwelling unit for the purpose of housing members of the immediate family and allow for the caring of aging parents.

SURROUNDING LAND USES:

North – Single Family home, zoned RL

South – Single Family home, zoned RL

East – Vacant, Forested land, zoned RR

West – Vacant land, zoned RL

COMPREHENSIVE PLAN: The City's 2026 Comprehensive Plan identifies this property as being located within the Northern Suburban/Urban Development Area and classified as Suburban.

CHESAPEAKE BAY PRESERVATION AREA DESIGNATION: The property is located within the City's Chesapeake Bay Preservation Area Overlay District and is designated as a Resource Management Area (RMA).

PUBLIC NOTICE: This request has been duly advertised in accordance with the public notice requirements set forth in Section 15.2-2204 of the Code of Virginia, as amended, and with the applicable provisions of the Unified Development Ordinance.

STAFF ANALYSIS

ISSUE

The applicant is requesting a conditional use permit for an accessory dwelling unit to utilize an existing living space within the detached garage for the purposes of housing members of the

immediate family and allow for the caring of aging parents. Currently, the living space within the garage is 828 square feet. The two story garage was constructed in 2005. The proposed accessory dwelling unit is approximately 25-30 feet from the primary dwelling unit. The health department has confirmed that the existing septic system can accommodate the additional flows received from the proposed accessory dwelling unit at the living space within the detached garage.

CONSIDERATIONS AND CONCLUSIONS

1. Section 31-406 of the Unified Development Ordinance (UDO) requires that a conditional use permit be obtained for an accessory dwelling unit within the RL, Residential Low Density Zoning District.
2. Supplemental use standards are established in the UDO for detached accessory dwelling units as follows:

a) The detached accessory dwelling unit shall comply with the minimum yard and intensity of use regulations as set forth in Section 31-407 of this ordinance.

The accessory dwelling unit complies with the required setbacks for the RL district. (35'-front, 15'-side, and 30'-rear)

b) The detached accessory dwelling unit shall be connected to the primary structure's central sewer or septic system provided, however, that a separate septic system may be utilized where:

a. The lot contains not less than four (4) acres of land area; and

b. The detached accessory dwelling unit is separated from the principal structure by not less than one hundred (100) feet.

This proposed accessory dwelling unit will utilize the same septic system as the primary house. The lot is a total of 2.25 acres and the accessory dwelling unit is located approximately 25-30 feet away from the primary structure. The Virginia Department of Health has certified that the existing septic system can accommodate and treat the additional flows generated by the proposed accessory dwelling unit.

c) Only one (1) accessory dwelling unit shall be permitted per lot, unless the lot is at least ten (10) acres in which case two (2) accessory units may be permitted.

The applicant is only proposing one accessory dwelling unit.

d) Required parking for the detached accessory dwelling unit shall be located on the property of the principal structure. One (1) additional off-street parking space shall be required in addition to that required for the principal dwelling unit. For lots of less than five (5) acres, the parking shall be located to the rear of the principle dwelling unit.

There is sufficient room on the property to provide additional parking for the

proposed accessory dwelling unit.

- e) The apartment shall not be offered to the general public for rental purposes.*

The applicants have stated in their application that this dwelling unit will not be offered for rental to the general public.

- f) The conditional use permit shall be reviewed for compliance by the Zoning Administrator on an annual basis.*

The Zoning Administrator will review this site on an annual basis for compliance.

3. The property is located off of Sleepy Hole Road and is currently connected to City water. Sewer service is currently provided by a private septic system. This existing septic system will also service the accessory dwelling unit. The Virginia Department of Health has certified that the septic system can accommodate and treat the additional flows which will be generated by the accessory dwelling unit.
4. The primary house fronts along Sleepy Hole Road. The accessory dwelling is currently located along the side of the house unit and should not significantly increase the amount of traffic along Sleepy Hole Road. This unit will not be utilized by the general public and will only be used by the property owners.
5. The applicants will be required to address any issues regarding occupancy of the dwelling unit pertaining to the Building Code with the Division of Community Development.
6. Pursuant to Section 31-306 of the Unified Development Ordinance (UDO), a Conditional Use Permit recognizes uses that, because of their unique characteristics or potential impacts on adjacent land uses, are not generally permitted in certain zoning districts as a matter of right. Rather, such uses are permitted through the approval of a Conditional Use Permit by City Council when the right set of circumstances and conditions are found acceptable.

Conditional Use Permit Approval Criteria (31-306(c)) - As may be specified within each zoning district, uses permitted subject to conditional use review criteria shall be permitted only after review by the Planning Commission and approval by the City Council and only if the applicant demonstrates that:

- a) The proposed conditional use shall be in compliance with all regulations of the applicable zoning district, the provisions of Article 6 of the ordinance and any applicable supplemental use standards as set forth in Article 7 of the Ordinance.*

The proposed use of an accessory dwelling unit is a listed conditional use in the RL zoning district per the City's Unified Development Ordinance. Supplemental use standards are established in the UDO in section 31-703 and have been met by this application.

- b) *The proposed conditional use shall conform to the character of the neighborhood within the same zoning district in which it is located. The proposal as submitted or modified shall have no more adverse effects on health, safety or comfort of persons living or working in or driving through the neighborhood, or shall be no more injurious to property or improvements in the neighborhood, than would any other use generally permitted in the same district. In making such a determination, consideration should be given to the location, type and height of buildings or structures, the type and extent of landscaping and screening on the site and whether the proposed use is consistent with any theme, action, policy or map of the Comprehensive Plan which encourages mixed uses and/or densities.*

The proposed accessory dwelling unit will conform to the character of the neighborhood as required by the supplemental use standards that are established by the UDO. The lot has adequate size to accommodate one additional living unit. This accessory dwelling unit will only be used to house immediate family members and will not be allowed to be rented out to the general public. This use will not be adverse to persons living or working in or driving through the neighborhood.

- c) *Adequate measures shall be taken to provide ingress and egress so designed as to minimize traffic hazards and to minimize traffic congestion on the public roads.*

The request for the accessory dwelling unit has been reviewed by the City's Traffic Engineering Department who expressed no concerns regarding parking or traffic for the proposed use and location. The accessory dwelling unit shall not cause any additional traffic congestion off of Sleepy Hole Road.

- d) *The proposed use shall not be noxious or offensive by reason of vibration, noise, odor, dust, smoke or gas.*

The proposed use is for an accessory dwelling unit and should not produce excess vibration, noise, odor, dust, smoke or gas. It is not anticipated that there will be any use attached with their activity which would impact the surrounding community.

- e) *The proposed use shall not be injurious to the use and enjoyment of the property in the immediate vicinity for the purposes already permitted nor substantially diminish or impair the property values within the neighborhood.*

The property is located within a residential suburban area of the City. The surrounding properties are located within a similar residential zoning district and contain single family homes. The use of the existing accessory structure as an accessory dwelling unit should not diminish or impair the property values within this neighborhood.

- f) *The establishment of the proposed use shall not impede the orderly development and improvement of surrounding property for uses permitted within the zoning district.*

The use of this property for the purposes of housing members of the family within an existing accessory dwelling unit should not impede the orderly development and

improvement of surrounding properties.

- g) The establishment, maintenance or operation of the proposed use shall not be detrimental to or endanger the public health, safety, morals, comfort or general welfare.*

The use of an accessory dwelling unit should not be a detriment or endangerment to the public.

- h) The public interest and welfare supporting the proposed conditional use shall be sufficient to outweigh the individual interests which are adversely affected by the establishment of the proposed use.*

The public interest and welfare should not be compromised by the proposed use of this accessory dwelling unit.

RECOMMENDATION

It is staff's opinion that the site in question is appropriate for the proposed use and given the size of the existing lot and the size of the dwelling unit, the use will not adversely impact the surrounding neighborhood. Therefore, staff recommends **approval** of Conditional Use Permit request C03-14 with the following conditions.

1. This permit grants the establishment of a detached accessory dwelling unit as defined in the Unified Development Ordinance, the location of which is as shown on Exhibit B and Exhibit C.
2. This conditional use permit shall be reviewed for compliance by the Zoning Administrator on an annual basis.
3. The accessory dwelling unit shall be connected to the primary structure's septic system, prior to the issuance of a Certificate of Occupancy.
4. The applicant will be required to address any issues regarding occupancy of the space pertaining to the Virginia Uniform Statewide Building Code with the Division of Community Development.

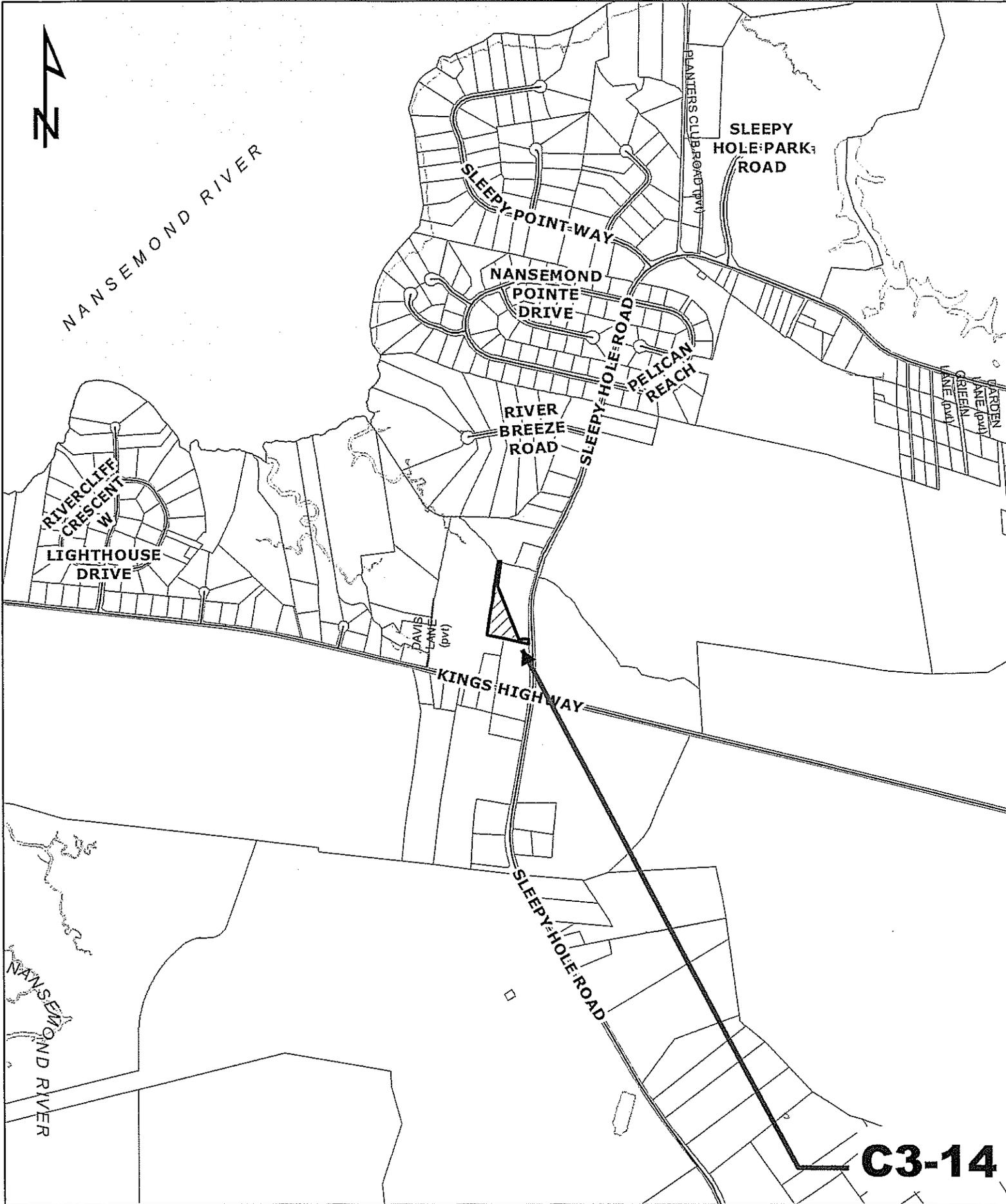
The Planning Commission, at their meeting of March 18, 2014, voted 8 to 0 to **approve** a Resolution recommending approval of this request to include the four conditions that have been recommended by staff plus the addition of a fifth condition as follows:

5. The accessory dwelling unit shall only be intended for the use of immediate family members only.

Attachments

- Proposed Ordinance
- Exhibit A – Planning Commission recommendation
- Exhibit B – Zoning/Land Use Map
- Exhibit C – Site Plan

General Location Map



ORDINANCE NO.

AN ORDINANCE TO GRANT A CONDITIONAL USE PERMIT TO ESTABLISH AN ACCESSORY DWELLING UNIT ON PROPERTY LOCATED AT 4235 SLEEPY HOLE ROAD, ZONING MAP 19, PARCEL 2C, C03-14

WHEREAS, Jason Fawcett, applicant, on behalf of Roger, Dorothy, Lindsey and Jason Fawcett, property owners, has requested a conditional use permit for an accessory dwelling unit on a certain tract of land situated in the City of Suffolk, Virginia, which land is designated on the Zoning Map of the City of Suffolk, Virginia, as Zoning Map 19, Parcel 2C, which land is depicted on Exhibit "B"; and,

WHEREAS, the procedural requirements of Article 3, Section 31-306 of the Code of the City of Suffolk, Virginia, 1998 (as amended), have been followed; and,

WHEREAS, in acting upon this request, the Planning Commission and City Council have considered the matters enunciated in Section 15.2-2284 of the Code of Virginia (1950), as amended, and Article 1, Section 31-102 and Article 3, Section 31-306(c)(1 through 8) of the Code of the City of Suffolk, 1998 (as amended), with respect to the purposes stated in the Code of Virginia (1950), as amended, Sections 15.2-2200 and 15.2-2283; and,

WHEREAS, the Planning Commission has made a recommendation as stated in Exhibit "A".

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Suffolk, Virginia, that:

Section 1. Exhibits.

Exhibit "A", "Planning Commission Recommendation", Exhibit "B", "Zoning/Land Use Map", and Exhibit "C", "Site Plan", which are attached hereto, are hereby incorporated as part of this ordinance.

Section 2. Findings.

Council finds that the proposal for a conditional use permit, as submitted or modified with conditions herein, the expressed purpose of which is to permit an accessory dwelling unit is in conformity with the standards of the Unified Development Ordinance of the City of Suffolk and that it will have no more adverse effects on the health, safety or comfort of persons living or working in or driving through the neighborhood, and will be no more injurious to property or improvements in the neighborhood than would any other use generally permitted in the same district, taking into consideration the location, type and height of buildings or structures, the type and extent of landscaping and screening on site and whether the use is consistent with any theme, action, policy or map of the Comprehensive Plan which encourages mixed uses and/or densities with the conditions set forth below.

These findings are based upon the consideration for the existing use and character of

property, the Comprehensive Plan, the suitability of property for various uses, the trends of growth or change, the current and future requirements of the community as to land for various purposes as determined by population and economic studies and other studies, the transportation requirements of the community, the requirements for airports, housing, schools, parks, playgrounds, recreation areas and other public services, the conservation of natural resources, the preservation of flood plains, the preservation of agricultural and forestal land, the conservation of properties and their values, and the encouragement of the most appropriate use of land throughout the City.

These findings are based upon a determination that the most reasonable and limited way of avoiding the adverse impacts of an accessory dwelling unit is by the imposition of the conditions provided herein.

Section 3. Permit Granted.

The conditional use permit for the Property be, and it is hereby, approved for the Property, subject to the following conditions and the general conditions set forth in Section 4 hereof. The conditional use permit specifically permits an accessory dwelling unit in compliance with Exhibit "C" (the "Site Plan"), and Sections 31-306, 31-406, and 31-701 of the Code of the City of Suffolk.

Conditions

1. This permit grants the establishment of a detached accessory dwelling unit as defined in the Unified Development Ordinance, the location of which is as shown on Exhibit B and Exhibit C.
2. This conditional use permit shall be reviewed for compliance by the Zoning Administrator on an annual basis.
3. The accessory dwelling unit shall be connected to the primary structure's septic system, prior to the issuance of a Certificate of Occupancy.
4. The applicant will be required to address any issues regarding occupancy of the space pertaining to the Virginia Uniform Statewide Building Code with the Division of Community Development.
5. The accessory dwelling unit shall only be intended for the use of immediate family members only.

Section 4. General Conditions.

- (a) The conditional use permit may be revoked by City Council upon failure to comply with any of the conditions contained herein, after ten days written notice to Jason Fawcett, applicant, on behalf of Roger, Dorothy, Lindsey and Jason Fawcett, property owners, or their successors in interest, and a hearing at which such persons shall have the opportunity to be heard.
- (b) To the extent applicable, the requirements set forth in Section 31-306 of the Code of the City of Suffolk, Virginia shall be met.

- (c) The commencement of the use described in Section 3 of this ordinance shall be deemed acceptance by Jason Fawcett, applicant, on behalf of Roger, Dorothy, Lindsey and Jason Fawcett, property owners, or any party undertaking or maintaining such use, of the conditions to which the conditional use permit herein granted is subject.

Section 5. Severability.

It is the intention of the City Council that the provisions, sections, paragraphs, sentences, clauses and phrases of this ordinance are severable; and if any phrase, clause, sentence, paragraph, section and provision of this ordinance hereby adopted shall be declared unconstitutional or otherwise invalid by the valid judgment or decree of a court of competent jurisdiction, such unconstitutionality or invalidity shall not affect any of the remaining phrases, clauses, sentences, paragraphs, sections and provisions of this ordinance, to the extent that they can be enforced notwithstanding such determination.

Section 6. Recordation.

A certified copy of this ordinance shall be recorded, by the applicant, in the name of the property owner as grantor in the office of the Clerk of Circuit Court.

Section 7. Effective Date.

This ordinance shall be effective upon passage and shall not be published or codified. The conditional use authorized by this permit shall be implemented within two (2) years from the date of approval by the City Council and shall terminate if not initiated within that time period.

READ AND PASSED: _____

TESTE: _____

Erika Dawley, City Clerk

Approved as to Form:



Helivi L. Holland, City Attorney

**CITY OF SUFFOLK PLANNING COMMISSION
A RESOLUTION TO PRESENT A REPORT AND RECOMMENDATION
TO CITY COUNCIL TO ESTABLISH AN ACCESSORY DWELLING UNIT ON
PROPERTY LOCATED AT 4235 SLEEPY HOLE ROAD, ZONING MAP 19, PARCEL
2C, RELATING TO CONDITIONAL USE PERMIT
C03-14**

WHEREAS, Jason Fawcett, applicant, on behalf of Roger, Dorothy, Lindsey and Jason Fawcett, property owners, has requested the issuance of a conditional use permit for a certain tract of land situated in the City of Suffolk, Virginia, which land is described and depicted on the proposed Ordinance attached hereto and incorporated herein by reference; and

WHEREAS, the specific request is to permit an accessory dwelling unit in accordance with Sections 31-306, 31-406, and 31-701 of the Unified Development Ordinance.

NOW, THEREFORE, BE IT RESOLVED by the Planning Commission of the City of Suffolk, Virginia, that:

Section 1. Findings.

The Suffolk Planning Commission finds that the proposal for a conditional use permit, as submitted or modified herein:

- a. Will have no more adverse effects on the health, safety or comfort of persons living or working in or driving through the neighborhood,
- b. Will have more adverse effects on the health, safety or comfort of persons living or working in or driving through the neighborhood,
- c. Will be no more injurious to property or improvements in the neighborhood, or
- d. Will be more injurious to property or improvements in the neighborhood than would any other use generally permitted in the same district, taking into consideration the location, type and height of buildings or structures, the type and extent of landscaping and screening on site and whether the use is consistent with any theme, action, policy or map of the Comprehensive Plan which encourages mixed uses and/or densities.

Section 2. Recommendation to Council.

The Planning Commission recommends to City Council that the request, C03-14, be:

- a. Granted as submitted, and that the City Council adopt the proposed Ordinance without modification.
- b. Denied, and that Council not adopt the proposed Ordinance.

X c. Granted with the modifications set forth on the attached listing of specific recommendations, and that Council adopt the proposed Ordinance with such modifications.

READ AND ADOPTED: MAY 18, 2014

TESTE: Scott Mills

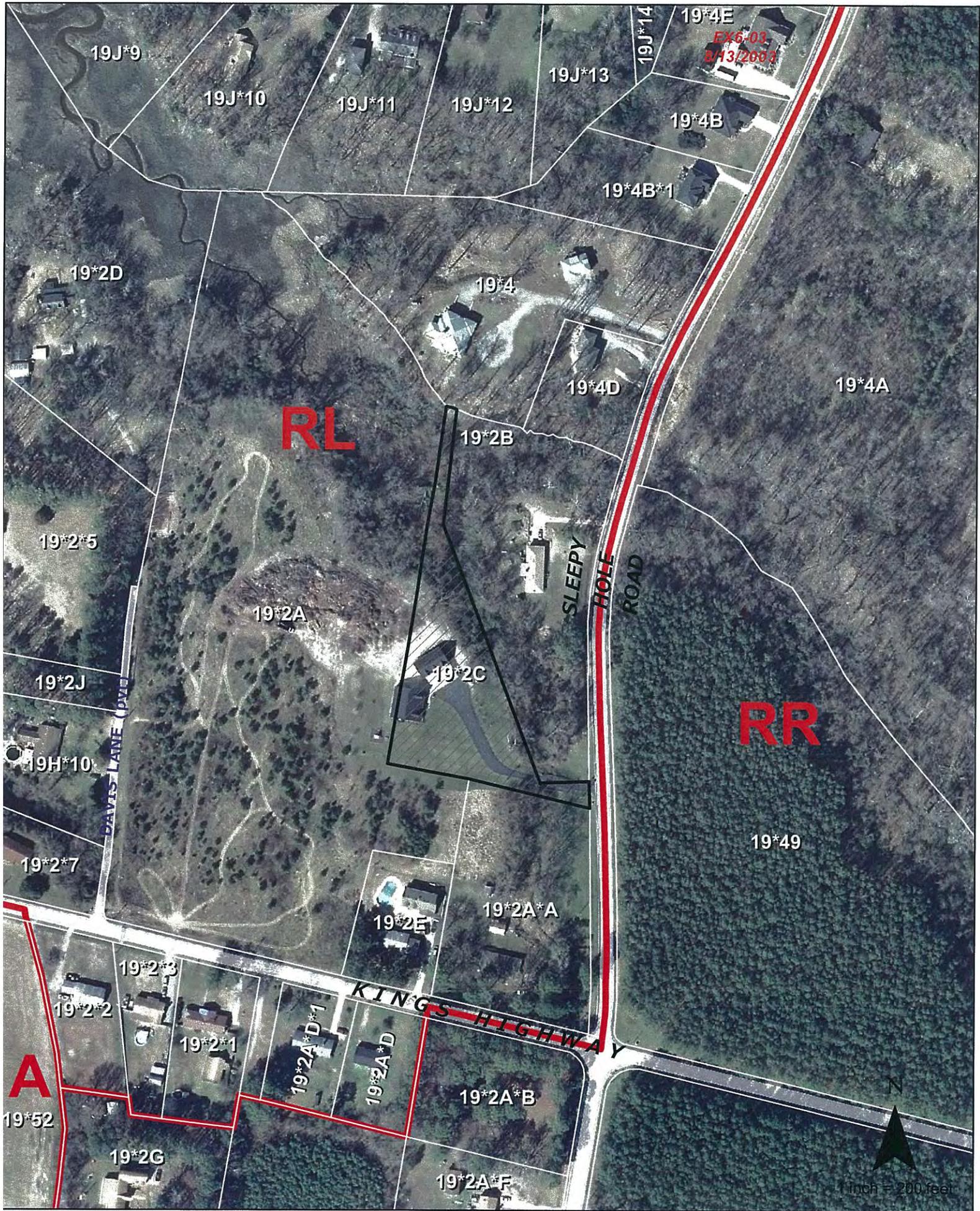
**CONDITIONAL USE PERMIT
C03-14**

CONDITIONS

1. This permit grants the establishment of a detached accessory dwelling unit as defined in the Unified Development Ordinance, the location of which is as shown on Exhibit B and Exhibit C.
2. This conditional use permit shall be reviewed for compliance by the Zoning Administrator on an annual basis.
3. The accessory dwelling unit shall be connected to the primary structure's septic system, prior to the issuance of a Certificate of Occupancy.
4. The applicant will be required to address any issues regarding occupancy of the space pertaining to the Virginia Uniform Statewide Building Code with the Division of Community Development.
5. The accessory dwelling unit shall only be intended for the use of immediate family members only.

C3-14 Zoning/Land Use Map

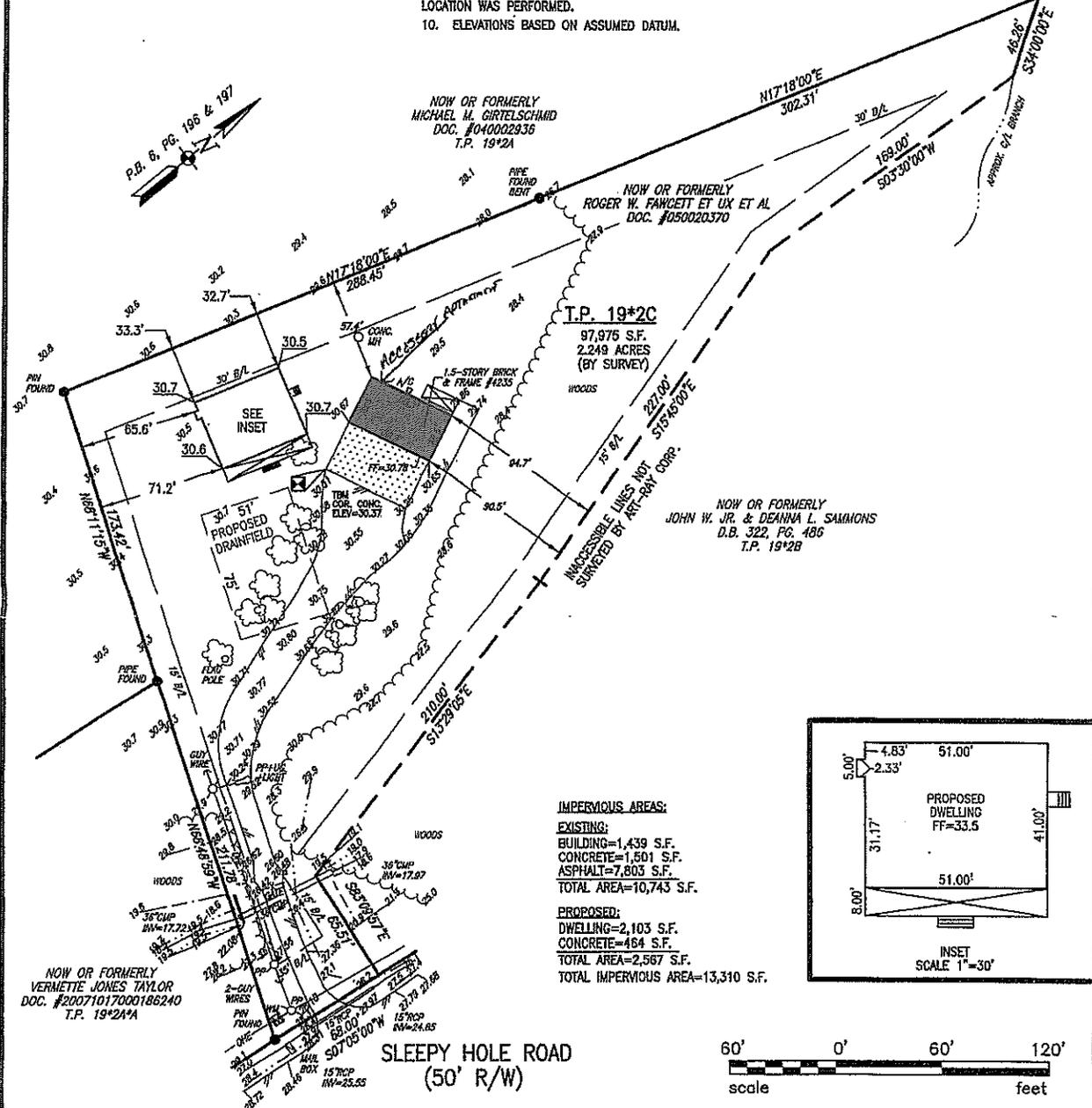
EXHIBIT B



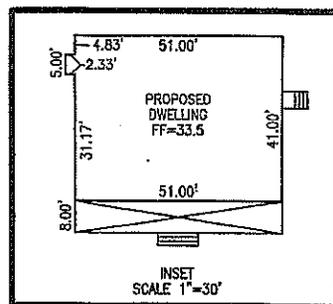
NOTES:

1. THE PROPERTY SHOWN HEREON APPEARS TO BE LOCATED INSIDE ZONE X AS SHOWN ON THE FEMA FLOOD HAZARD MAP FOR THE CITY OF SUFFOLK, VA. COMMUNITY NO. 510156 001B EFFECTIVE DATE: NOVEMBER 16, 1990 (BY SCALED MAP LOCATION & GRAPHIC PLOTTING ONLY)
2. HOUSE DIMENSIONS SHOWN HEREON WERE PROVIDED BY THE BUILDER, ART-RAY CORP. ASSUMES THE BUILDER HAS VERIFIED THE DIMENSIONS AND LOCATION OF THE STRUCTURES ONCE THE PERMIT IS OBTAINED.
3. THIS MAP WAS PREPARED WITHOUT BENEFIT OF A TITLE REPORT. ALL EASEMENTS OR RESTRICTIONS MAY NOT BE SHOWN HEREON.

4. UNDERGROUND UTILITIES/STRUCTURES HAVE NOT BEEN VERIFIED OR RESEARCHED. THERE MAY EXIST UTILITIES/STRUCTURES NOT SHOWN HEREON.
5. THE EXISTENCE OF WETLANDS OR HAZARDOUS MATERIALS HAS NOT BEEN RESEARCHED OR VERIFIED.
6. THIS MAP IS NOT INTENDED TO REPRESENT A BOUNDARY SURVEY. PROPERTY SHOWN WAS TAKEN FROM MAPS OR DEEDS.
7. A 5' UTILITY EASEMENT EXISTS ALONG AND ADJACENT TO ALL SIDE AND REAR PROPERTY LINES.
8. CURRENTLY ZONED: RL
9. DRAINFIELD LOCATION IS BASED ON A SKETCH PLAN PROVIDED BY SUFFOLK HEALTH DEPARTMENT HDID#S800-05-0074. NO FIELD LOCATION WAS PERFORMED.
10. ELEVATIONS BASED ON ASSUMED DATUM.



IMPERVIOUS AREAS:
EXISTING:
 BUILDING=1,439 S.F.
 CONCRETE=1,501 S.F.
 ASPHALT=7,803 S.F.
 TOTAL AREA=10,743 S.F.
PROPOSED:
 DWELLING=2,103 S.F.
 CONCRETE=464 S.F.
 TOTAL AREA=2,567 S.F.
 TOTAL IMPERVIOUS AREA=13,310 S.F.



PLOT PLAN FOR
FAWCETT RESIDENCE
 PARCEL "2C"
 PLAT SHOWING PROPERTY TO BE CONVEYED TO
EDWARD I. JONES
 SLEEPY HOLE BOROUGH
 SUFFOLK, VIRGINIA

RECEIVED
 APR 29 2008



ENGINEERING SURVEYING
 1500 BREEZEPORT WAY, SUITE 400
 SUFFOLK, VIRGINIA 23435
 Office: 757.686.3345 Fax: 757.686.3348

DRAWN: DMJ
COMP.: BJL
CHECKED: BJL

DATE: 02/05/08
SCALE: 1"=60'

REVISIONS

RECEIVED

JAN 21 2014

REF: P.B. 6, PGS. 196 & 197

SHEET NO.: 1

PROJ.: 2381.0-00

C3-14

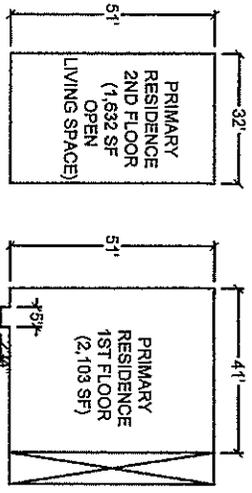
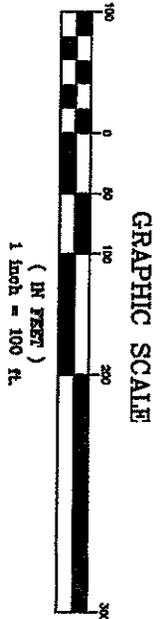
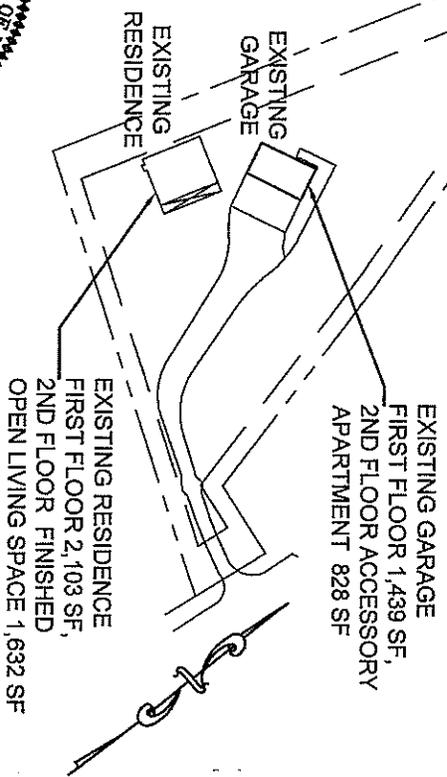
PLANNING

EXHIBIT C

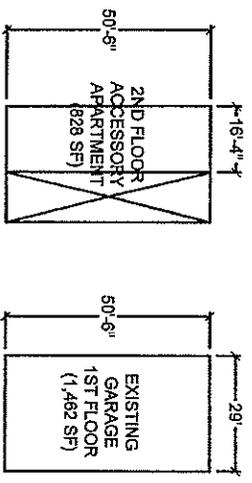
PLOT PLAN FOR PARCEL "2C"
 97,975 S.F.
 2.249 ACRES

CALCULATIONS

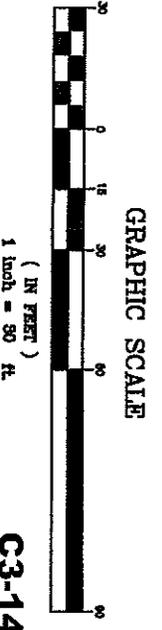
ACCESSORY APT SF	828 SF	=	22.04%
MAIN RESIDENCE SF	3,757 SF		



TOTAL PRIMARY RESIDENCE SF = 3,735



ACCESSORY APARTMENT ABOVE EXISTING GARAGE



Elizabeth River LANDSCAPING & MANAGEMENT

PROJECT NO.	01-21-2014
DATE	01-21-2014
PROJECT NAME	MASTER PLAN FANGETT RESIDENCE
DATE	01-21-2014
SCALE	AS NOTED
DATE	AS NOTED
PROJECT NO.	01-21-2014
DATE	01-21-2014

EXHIBIT C

RECEIVED
 JAN 21 2014
 PLANNING

AGENDA: April 16, 2014 Regular Session

ITEM: Public Hearing – An ordinance to rezone and amend the official zoning map of the City of Suffolk, to change zoning from O-I, Office-Institutional District, to B-1, Neighborhood Commercial District for properties located at 3345 Bridge Road and 3345 Bridge Road, Units 900, 904, 908, 912, 916, 920 & 924, Zoning Map 12, Parcels 34C, 34C*9A, 34C*9B, 34C*9C, 34C*9D, 34C*9E, 34C*9F and 34C*9G.

Attached for your consideration is information pertaining to Rezoning Request RZ06-13, Bennett's Creek Commons, submitted by James R. Bradford, Hassell and Folkes, P.C., agent, on behalf of Bennett's Creek Office Park, LLC c/o Scott Gandy, applicant and property owner and DDK Enterprises, LLC, Jeebs Treehouse, LLC, James and Mary Backus, First Class Property Solutions, and John & Lisa Iuliano, property owners, to request a change in zoning from O-I, Office-Institutional District, to B-1, Neighborhood Commercial District. The affected properties are located at 3345 Bridge Road and 3345 Bridge Road, Units 900, 904, 908, 912, 916, 920 & 924 and are further identified as Zoning Map 12, Parcels 34C, 34C*9A, 34C*9B, 34C*9C, 34C*9D, 34C*9E, 34C*9F and 34C*9G, Sleepy Hole Voting Borough. The 2026 Comprehensive Plan designates this area as a part Northern Suburban/ Urban Development Area (Inner-Ring Suburban).

Information and maps pertaining to this request are attached for your consideration. Please contact either myself or Shanda Davenport, the staff planner handling this case, if you have any questions in advance of the meeting.

The Planning Commission, at their meeting of March 18, 2014, voted 8 to 0 to approve a Resolution recommending **denial** of this request.

Attachments

- Staff Report
- Proposed Ordinance
- Exhibit A – Planning Commission recommendation
- Exhibit B – Zoning/Land Use Map

STAFF REPORT

DESCRIPTION

REZONING REQUEST: Rezoning Request RZ06-13, Bennett's Creek Commons, submitted by James R. Bradford, Hassell and Folkes, P.C., agent, on behalf of Bennett's Creek Office Park, LLC c/o Scott Gandy, applicant and property owner and DDK Enterprises, LLC, Jeebs Treehouse, LLC, James and Mary Backus, First Class Property Solutions, and John & Lisa Iuliano, property owners, to request a change in zoning from O-I, Office-Institutional District, to B-1, Neighborhood Commercial District. The affected properties are located at 3345 Bridge Road and 3345 Bridge Road, Units 900, 904, 908, 912, 916, 920 & 924 and are further identified as Zoning Map 12, Parcels 34C, 34C*9A, 34C*9B, 34C*9C, 34C*9D, 34C*9E, 34C*9F and 34C*9G, Sleepy Hole Voting Borough.

APPLICANT: James R. Bradford, Hassell and Folkes, P.C., agent, on behalf of Bennett's Creek Office Park, LLC c/o Scott Gandy, applicant

LOCATION: 3345 Bridge Road and 3345 Bridge Road, Units 900, 904, 908, 912, 916, 920 & 924, Zoning Map 12, Parcels 34C, 34C*9A, 34C*9B, 34C*9C, 34C*9D, 34C*9E, 34C*9F and 34C*9G.

PRESENT ZONING: OI, Office-Institutional District with Special Corridor Overlay District (SCOD) Zoning.

EXISTING LAND USE: partially developed with flex-office; additional infrastructure installed.

SURROUNDING ZONING/LAND USES:

West: O-I, Office-Institutional; developed as single-family residential

East: RL, Residential Low; developed as single-family residential

North (across Bridge Road): O-I, Office-Institutional; developed as single-family residential

South: RU, Residential Urban & RR, Rural Residential; developed as single-family residential

COMPREHENSIVE PLAN: The City's *2026 Comprehensive Plan* map designates this property as Northern Suburban/ Urban Development Area (Inner-Ring Suburban).

CHESAPEAKE BAY PRESERVATION AREA DESIGNATION: The property is located within the City's Chesapeake Bay Preservation Area Overlay District and contains Resource Protection Areas.

PUBLIC NOTICE: This request has been duly advertised in accordance with the public notice requirements set forth in Section 15.2-2204 of the Code of Virginia, as amended, and with the applicable provisions of the Unified Development Ordinance.

CASE HISTORY:

A site plan was approved in 2009 (SP2007-31) for this site for the construction of 49,688 square feet of two-story office space and 70,552 square feet of flex-office space with associated parking and site improvements. In addition, an exception request, EX2009-03 was also granted for Resource Protection

Area (RPA) buffer intrusion. Construction was undertaken and Building No.9, a single-story flex office, was constructed as were significant site utilities.

STAFF ANALYSIS

ISSUE: The applicant has requested the rezoning of property from O-I, Office and Intuitional to B-1, Neighborhood Commercial. A portion of the property has been partially developed for flex office. The applicant is requesting that a 2.9 acre portion, which contains the flex-office building, of the subject 18.0 acre site remain in the O-I Zoning District. Therefore, the request desires to rezone the remaining 15.1 acres. While the subject property includes a variety of tax parcels, the subject site has not been subdivided. The tax parcels were created as the office units have been sold as condominium units. The boundaries of the property requested for rezoning is included as an exhibit to the proposed ordinance.

The site is relatively isolated. It oriented along Bridge Road, east of the Nansemond River. A tidal creek feeding to the river establishes the back of the property. To the west, only one parcel, zoned O-I, separates the subject site from the river.

CONSIDERATIONS AND CONCLUSIONS

In accordance with Appendix B, Section B-4 of the Unified Development Ordinance, rezoning applications must include a statement of the reasons for seeking an amendment to the zoning maps of the City of Suffolk. Supplemental information provided by the applicant indicates that the reason for this rezoning request is that the property is not properly zoned for the market conditions. The applicant contends that a different zoning would allow the property to be developed at its highest and best use.

1. Comprehensive Plan

This site is located in the Inner-Ring Suburban Development Area of the City. The City's *2026 Comprehensive Plan* addresses the proposed development character of this area. Primary among the characteristics is that the area should be developed with high density single family homes on small lots in mixed use developments. Uses such as single family, traditional neighborhood developments, light manufacturing, neighborhood retail, and civic buildings are all envisioned as typical uses within the inner-ring suburban district. Residential densities of three (3) to five (5) units per acre are recommended in this district. The *2026 Comprehensive Plan* outlines policy and action items relevant to the proposed rezoing.

Policy Statement 3-4: *Balance residential and non-residential land uses.* This site has frontage directly on Bridge Road, US Route 17, which is identified as a Principal Arterial. A Principal Arterial is intended to carry substantial traffic volumes at high speeds. As such, this site is suitable for office development and is currently zoned for office development.

Policy Statement 3-5: *Facilitate the expansion of office, R&D and manufacturing activity in Suffolk.* Specifically, Action statement 3-5A states, *Ensure that there are adequate amounts of land zoned to support the growing high technology corridor in the northern suburban/urban growth area.* This site is ideally positioned for office uses within this region of the City.

Action 6-5E: *Discourage strip retail commercial development along major arterial corridors.*

By focusing retail commercial development at appropriate crossroad locations and managing access to such developments, the City will preserve arterial roadway capacity while accommodating fiscally responsible growth. Moreover, focusing retail development provides increased opportunities for the use of non-auto trip methods – including pedestrian, bicycle and transit modes. This site is not appropriate for neighborhood commercial uses as it does not provide linkages to a neighborhood nor is it located at a crossroad location.

2. Unified Development Ordinance Requirements

The Unified Development Ordinance identifies specific criteria for rezoning to B-1, Neighborhood Commercial in Section 31-408(f). Specifically, *B-1 districts shall be limited to the intersection of Arterial/collector, collector/collector, subcollector/collector, subcollector/local or collector/local street intersections, except where an existing center has been established prior to the adoption of this Ordinance; or the interior of a block along an arterial or collector street which lies parallel to an existing town center.* This provision of the Unified Development Ordinance helps to implement Policy Statement 3-4 and 3-5 and Action 6-5E. By concentrating neighborhood retail opportunities at nodes such as crossroads, strip retail development is precluded and the area can be preserved for office, R&D and manufacturing activity. In addition, by providing neighborhood retail opportunities at crossroads, there are greater prospects to connect these uses to residential areas by means other than by automobile. This site is located on a Principal Arterial, Bridge Road with no other intersecting roadway. The site is not located near an existing town center. As such, this site does not meet the required criteria for rezoning.

In addition, the specific criteria for development within the B-1 zone identified in Section 31-408(f) of the Unified Development Ordinance requires minimization of vehicular and pedestrian conflicts by providing connectivity within the development and to surrounding neighborhoods. The proposed site is isolated from civic, neighborhood and retail uses. Even the smallest trip or errand would need to be accomplished by automobile. The lack of site connectivity makes this area less attractive for residential or neighborhood commercial development. The classification of Bridge Road as a Major Arterial reinforces the isolation of the site.

3. Adequate Public Facilities

The purpose and intent of the adequate public facilities ordinance is to ensure that public facilities are available to support new development and associated impacts and that each public facility meets or exceeds the Level of Service standards established by the 2026 Comprehensive Plan and the Unified Development Ordinance. No rezoning request should be approved which would cause a reduction in the levels of service standards for any public facility impacted. The public facilities impacted by the proposed development are discussed individually below:

Sewer –This site will be served by sanitary sewer which flows to City PS #149/Rt.17 Office Park. Additional information relative to sewer modeling will be requested during the design phase any future project.

Water –A 12” water main is located along Bridge Road which is proposed to provide domestic and fire protection service to the development. Additional information relative to water

modeling will be requested during the design phase of any future project.

Stormwater – Compliance with the applicable provisions of the City and state regulations for stormwater controls must be demonstrated at the time of Site Plan approval. The applicant has been advised that a Construction General Permit must be issued prior to July 1, 2014 or the site will be subject to Stormwater Technical Criteria IIB.

Transportation and Parking- The request for this rezoning included a traffic analysis which has been reviewed and approved by the City of Suffolk Traffic Engineering Division. The traffic report concluded that a three-phase traffic signal with protected/permitted westbound left turns on Bridge Road is warranted for the development of the property. In addition, there may be a need for additional widening along Bridge Road which could necessitate the need for additional right-of-way.

Schools – This site is located in the attendance zones for Northern Shores Elementary, John Yeates Middle School, and Nansemond River High School. The elementary school zone serving this property has additional student capacity. However, the middle and high schools do not. The 2014-2023 Capital Improvement Plan established the cost and capacity of a future high school and a future middle school. By dividing the cost of facility by the capacity, a cost per student can be established. The proposed middle school servicing this zone has a cost of \$28,333.33 per student and the high school is budgeted to cost \$38,298.95 per student.

4. Proffered Conditions

The rezoning request is not a conditional rezoning, therefore, the applicant has not offered any proffered conditions in support of this application. Therefore, any uses allowable in the B-1, Neighborhood Commercial district would be allowed on the site. Additionally, the lack of proffers does not allow the applicant to address issues related to impacts on public facilities, such as schools, roads and utilities.

RECOMMENDATION

In summary, Staff finds that the proposal is:

- Not consistent with provisions of the 2026 Comprehensive Plan
- Not consistent with the Unified Development Ordinance
- Does not mitigate impacts to public facilities

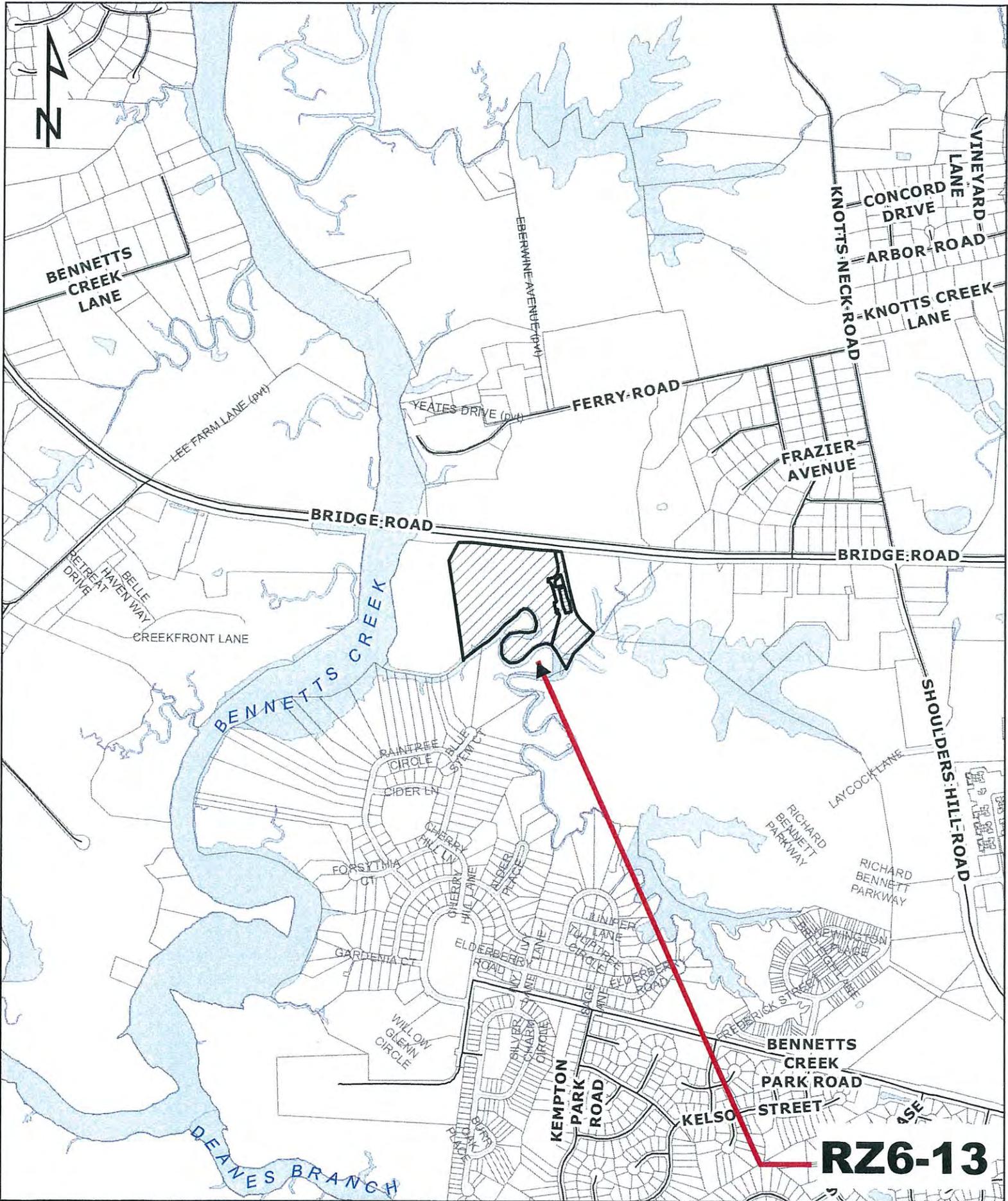
Therefore, staff recommends **denial** of Rezoning Request RZ09-13.

The Planning Commission, at their meeting of March 18, 2014, voted 8 to 0 to approve a Resolution recommending **denial** of this request.

Attachments

- Proposed Ordinance
- Exhibit A - Planning Commission Recommendation
- Exhibit B - Zoning/Land Use Map

General Location Map





Hassell & Folkes, P.C.
Engineers Surveyors Planners

RECEIVED

JUN 18 2013

PLANNING

S. Grey Folkes, Jr., P.E.
Leigh Anne Folkes, P.E.
Wymer W. Manning, III, P.E.
John A. O'Connor, P.E.
Stuart W. Bonnell, P.E.
James R. Bradford, C.L.A.

June 5, 2013

Timothy M. Fallon, L.S.
Michael W. Murphy, L.S.

T. Ray Hassell III, L.S.
(1932-1984)
Stradford G. Folkes, P.E.
(1927-2007)

Mr. Scott Mills, Director
DEPARTMENT OF PLANNING
City of Suffolk
440 Market Street, 2nd Floor
Suffolk, VA 23434

RE: BENNETT'S CREEK COMMONS
REZONING APPLICATION

Dear Mr. Mills:

The property which is subject to the proposed zoning amendment is currently zoned O-I and consists of 18 acres on Bridge Road (US Rt. 17) in the immediate vicinity of the Bennett's Creek bridge. This is a very unique and highly valuable property in that it enjoys two existing median breaks with left turn lanes on Bridge Road as well as access to City sewer and water. The property is also positioned for expansive views of Bennett's Creek and the natural areas along it's banks rendering this property as uniquely suited for the proposed land use. The property under current zoning was pursued as development for an office park beginning in 2007. Development plans were approved, the property was developed and Phase I was initiated. Since that time, over the last six years, only one building has been constructed and partially occupied. Based on this history, it is considered that the market for office development on this site does not exist and that the highest and best land use should be re-evaluated.

The City of Suffolk Comprehensive Land Use Plan indicates this property as suitable for neighborhood retail. Given the fact that multiple points of safe access from Rt. 17 are currently in place, and that City services are currently available to the property, it is considered that the timeliness component of the rezoning consideration has been met. The proposed (B-1) neighborhood commercial zoning district would thus be compatible with the Comprehensive Plan and would allow for a balanced use of the property as presented. This presentation includes a mix of office and retail on Parcel C with the potential for convenience retail and gasoline supply on Parcel B. Parcel A is accompanied by a Conditional Use Permit with this application to allow for three-story garden apartments. These apartments would take full advantage of the expansive views available to the site and provide workforce housing in a secluded and private atmosphere. The traffic study which accompanies this application demonstrates that these land uses will operate safely given the existing offsite improvements which will prove an

REZONING APPLICATION

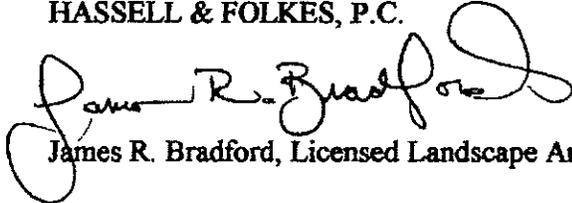
enhancement to the City's tax assessments well beyond that which would be realized under current conditions.

It is for the above stated reasons that I consider this proposal for neighborhood commercial on this property to be of a higher benefit to the City than the current O-I zoning which exists at the time of application.

Thanking you for your time and consideration in this matter, I remain,

Very truly yours,

HASSELL & FOLKES, P.C.



James R. Bradford, Licensed Landscape Architect

JRB/lf

(BennettsCreek.003 - MILLS)

ORDINANCE NO. _____

AN ORDINANCE TO REZONE AND AMEND THE OFFICIAL ZONING MAP OF THE CITY OF SUFFOLK, TO CHANGE ZONING FROM OI, OFFICE-INSTITUTIONAL, TO B-1, NEIGHBORHOOD COMMERCIAL DISTRICT FOR PROPERTIES LOCATED AT 3345 BRIDGE ROAD AND 3345 BRIDGE ROAD, UNITS 900, 904, 908, 912, 916, 920 & 924 AND ARE FURTHER IDENTIFIED AS ZONING MAP 12, PARCELS 34C, 34C*9A, 34C*9B, 34C*9C, 34C*9D, 34C*9E, 34C*9F AND 34C*9G; RZ06-13

WHEREAS, James R. Bradford, Hassell and Folkes, P.C., agent, on behalf of Bennett's Creek Office Park, LLC c/o Scott Gandy, applicant and property owner and DDK Enterprises, LLC, Jeebs Treehouse, LLC, James and Mary Backus, First Class Property Solutions, and John & Lisa Iuliano, property owners, has requested a change in zoning from OI, Office-Institutional, to B-1, Neighborhood Commercial District for properties located at 3345 Bridge Road and 3345 Bridge Road, units 900, 904, 908, 912, 916, 920 & 924 and are further identified as Tax Map 12, Parcels 34C, 34C*9A, 34C*9B, 34C*9C, 34C*9D, 34C*9E, 34C*9F and 34C*9G, which land is depicted on Exhibit "B"; and,

WHEREAS, the proposed rezoning and amendment to the official zoning map have been advertised and reviewed by the Planning Commission in compliance with the requirements of state law; and,

WHEREAS, the Planning Commission has made a recommendation as stated in Exhibit "A"; and,

WHEREAS, a public hearing before City Council was duly advertised as required by law and held on the 16th day of April, 2014, at which public hearing the public was presented with the opportunity to comment on the proposed rezoning.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Suffolk, Virginia, that:

Section 1. Exhibits.

Exhibit "A", "Planning Commission Recommendation" and Exhibit "B", "Zoning/Land Use Map", which are attached hereto, are hereby incorporated as part of this ordinance.

Section 2. Findings.

- A. Council finds that the proposed rezoning is reasonable and warranted due to changes in circumstances affecting the property, and has considered the following factors and finds that the proposed rezoning does not conflict with:
1. the existing use and character of property within the City;
 2. the Comprehensive Plan;
 3. the suitability of the property for various uses;
 4. the trends of growth or change;

5. the current or future requirements of the community as to land for various purposes as determined by the population and economic studies and other studies;
6. the transportation requirements of the community;
7. the requirements for airports, housing, schools, parks, playgrounds, recreation areas and other public services;
8. the conservation of natural resources;
9. the preservation of flood plains;
10. the preservation of agricultural and forestal land;
11. the conservation of properties and their values;
12. the encouragement of the most appropriate use of land throughout the City; and,
13. the expressed purpose of the City's Unified Development Ordinance as set out in Section 31-102 of the Unified Development Ordinance, 1998, as amended, and Section 15.2-2283 of the Code of Virginia, (1950), as amended.

Section 3. Rezoning.

The property be, and is hereby, rezoned and the official zoning map be, and is hereby, amended as shown on the attached Exhibit "B", which is incorporated herein by reference.

Section 4. Recordation.

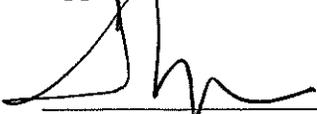
A certified copy of this ordinance shall be recorded, by the applicant, in the name of the property owner as grantor in the office of the Clerk of Circuit Court.

This ordinance shall be effective upon passage and shall not be published or codified.

READ AND PASSED: _____

TESTE: _____
Erika S. Dawley, City Clerk

Approved as to Form:



Helivi L. Holland, City Attorney

EXHIBIT A

RESOLUTION NO. 14-3-2

**CITY OF SUFFOLK PLANNING COMMISSION
A RESOLUTION TO PRESENT A REPORT AND RECOMMENDATION
TO CITY COUNCIL RELATING TO REZONING REQUEST**

RZ06-13

TO CHANGE ZONING FROM O-I, OFFICE-INSTITUTIONAL, TO B-1, NEIGHBORHOOD COMMERCIAL DISTRICT FOR PROPERTIES LOCATED AT 3345 BRIDGE ROAD AND 3345 BRIDGE ROAD, UNITS 900, 904, 908, 912, 916, 920 & 924 AND ARE FURTHER IDENTIFIED AS TAX MAP 12, PARCELS 34C, 34C*9A, 34C*9B, 34C*9C, 34C*9D, 34C*9E, 34C*9F AND 34C*9G

WHEREAS, James R. Bradford, Hassell and Folkes, P.C., agent, on behalf of Bennett's Creek Office Park, LLC c/o Scott Gandy, applicant and property owner and DDK Enterprises, LLC, Jeebs Treehouse, LLC, James and Mary Backus, First Class Property Solutions, and John & Lisa Iuliano, property owners, to request a change in zoning from O-I, Office-Institutional District, to B-1, Neighborhood Commercial District for properties located at 3345 Bridge Road and 3345 Bridge Road, units 900, 904, 908, 912, 916, 920 & 924 and are further identified as Tax Map 12, Parcels 34C, 34C*9A, 34C*9B, 34C*9C, 34C*9D, 34C*9E, 34C*9F and 34C*9G as shown on the attached exhibit; and

WHEREAS, the procedural requirements for the consideration of this request by the Planning Commission have been met.

NOW, THEREFORE, BE IT RESOLVED by the Planning Commission of the City of Suffolk, Virginia, that:

Section 1. Findings.

A. The Suffolk Planning Commission finds that the proposed rezoning is reasonable, and warranted due to change in circumstances affecting the property, and has considered the following factors and finds that the proposed rezoning does not conflict with:

1. the existing use and character of property within the City;
2. the Comprehensive Plan;
3. the suitability of the property for various uses;
4. the trends of growth or change;
5. the current or future requirements of the community as to land for various purposes as determined by the population and economic studies and other studies;
6. the transportation requirements of the community;
7. the requirements for airports, housing, schools, parks, playgrounds, recreation

- areas and other public services;
8. the conservation of natural resources;
 9. the preservation of flood plains;
 10. the preservation of agricultural and forestal land;
 11. the conservation of properties and their values;
 12. the encouragement of the most appropriate use of land throughout the City;
 13. the expressed purpose of the City's Unified Development Ordinance as set out in Section 31-102 of the Code of the City of Suffolk (1998), as amended, and Section 15.2-2283 of the Code of Virginia (1950), as amended ("Va. Code").

Section 2. Recommendation to Council.

The Planning Commission recommends to City Council that the request, RZ06-13, be:

- a. Granted as submitted, and that the City Council adopt the proposed Ordinance without modification.
- b. Denied, and that Council not adopt the proposed Ordinance.
- c. Granted with the modifications set forth on the attached listing of specific recommendations, and that Council adopt the proposed Ordinance with such modifications.

READ AND ADOPTED: MARCH 18, 2014

TESTE: [Signature]



Aerial Imagery Sources: VGIN/VITA VMBP 2013 Orthophotography and/or ESRI http://goto.arcgisonline.com/maps/World_Imagery

NOTE:
THIS PLAT DOES NOT
CONSTITUTE A BOUNDARY
SURVEY OR SUBDIVISION PLAT.

(1994 HARNY ADJUSTMENT) DATUM
VA COORDINATE SYSTEM
OF 1983 SOUTH ZONE

2.683 ± TO
SHOULDERS
HILL ROAD

U.S. ROUTE 17 - BRIDGE ROAD
(VARIABLE WIDTH R/W)
S 84°17'09" E 729.19' (O.A.)

N/F
ALPHEUS F. MCCOTTIER
& FRANCES MCCOTTIER
T.P. 12-344

S 10°51'46" E 89.14'
S 12°16'51" E 230.36'

S 14°07'08" E 154.57'

S 25°09'53" E 54.11'
S 35°04'23" E 65.72' (O.A.)

N 75°35'29" E
160.73'

PARCEL C
127,341 SQ. FT.
2.923 ACRES

RESIDUAL
PROPOSED B-1
657,722 SQ. FT.
15.099 ACRES

RESIDUAL
PROPOSED B-1
657,722 SQ. FT.
15.099 ACRES

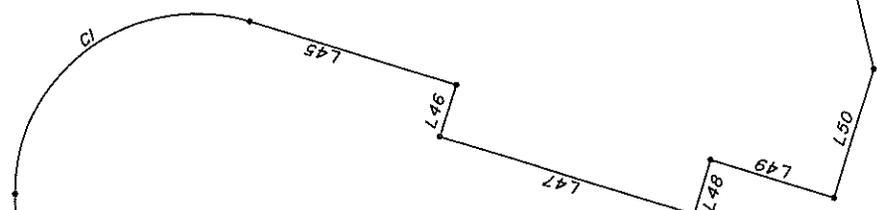


EXHIBIT FOR
BENNETT'S CREEK COMMONS
SLEEPY HOLE BOROUGH
SUFFOLK, VIRGINIA
2-07-2014

SHEET 2 OF 3



HASSELL & FOLKES, P.C.
ENGINEERS-SURVEYORS-PLANNERS
CHESAPEAKE, VIRGINIA

NOTE:
THIS PLAT DOES NOT
CONSTITUTE A BOUNDARY
SURVEY OR SUBDIVISION PLAT.

LINE TABLE

LINE	BEARING	DISTANCE
L1	N 10°51'46" W	89.14'
L2	N 25°09'53" W	54.11'
L3	N 35°04'23" W	9.30'
L4	N 35°04'23" W	55.72'
L5	N 41°58'09" E	60.40'
L6	N 25°22'45" E	141.60'
L7	S 35°38'22" E	60.56'
L8	S 71°18'41" E	40.66'
L9	N 83°43'16" E	34.64'
L10	N 67°57'15" E	44.61'
L11	N 53°41'37" E	46.75'
L12	N 45°21'52" E	114.39'
L13	N 63°59'07" E	55.43'
L14	N 86°32'06" W	57.38'
L15	S 53°57'29" E	64.72'
L16	S 20°26'12" E	43.35'
L17	S 06°36'53" E	34.24'
L18	S 08°23'00" W	44.31'
L19	S 21°40'37" W	38.95'
L20	S 46°35'01" W	28.13'
L21	S 51°30'50" W	37.03'
L22	S 76°20'55" W	49.81'
L23	S 88°18'34" W	32.52'
L24	N 85°34'57" W	72.42'
L25	S 72°08'05" W	58.73'
L26	S 15°29'32" W	43.21'

LINE TABLE

LINE	BEARING	DISTANCE
L27	S 00°28'28" W	23.18'
L28	S 20°16'28" E	59.81'
L29	S 41°05'08" E	44.47'
L30	S 53°16'11" E	33.04'
L31	S 86°18'53" E	29.45'
L32	N 65°34'20" E	34.49'
L33	N 41°09'12" E	49.48'
L34	N 50°39'44" E	51.91'
L35	N 49°05'59" E	67.40'
L36	N 43°44'35" E	99.72'
L37	N 48°46'51" E	83.15'
L38	N 52°33'48" E	251.90'
L39	N 44°17'20" E	11.06'
L40	S 28°31'44" W	163.82'
L41	S 89°37'32" W	115.43'
L42	S 06°12'43" W	30.75'
L43	S 83°47'17" E	68.45'
L44	S 11°47'49" E	103.00'
L45	N 84°17'09" W	89.74'
L46	N 05°42'51" E	23.24'
L47	N 84°17'09" W	109.88'
L48	S 05°42'51" W	23.24'
L49	N 84°17'09" W	53.09'
L50	S 05°50'57" W	56.44'
L51	S 24°53'52" E	90.18'

CURVE TABLE

CURVE	DELTA	RADIUS	ARC	TANGENT	CHORD	CHORD BEARING
C1	107°24'50"	74.50'	139.67'	101.45'	120.09'	N 42°00'26" E

EXHIBIT FOR
BENNETT'S CREEK COMMONS
SLEEPY HOLE BOROUGH
SUFFOLK, VIRGINIA
2-07-2014

SHEET 3 OF 3

HASSELL & FOLKES, P.C.
ENGINEERS-SURVEYORS-PLANNERS
CHESAPEAKE, VIRGINIA

AGENDA: April 16, 2014 Regular Session

ITEM: Public Hearing – An ordinance granting a Conditional Use Permit for a 144 unit multi-family garden apartment complex located at 3345 Bridge Road and 3345 Bridge Road, Units 900, 904, 908, 912, 916, 920 & 924, Zoning Map 12, Parcels 34C, 34C*9A, 34C*9B, 34C*9C, 34C*9D, 34C*9E, 34C*9F and 34C*9G.

Attached for your consideration is information pertaining to Conditional Use Permit Request C20-13, Bennett's Creek Commons, submitted by James R. Bradford, Hassell and Folkes, P.C., agent, on behalf of Bennett's Creek Office Park, LLC c/o Scott Gandy, applicant and property owner and DDK Enterprises, LLC, Jeebs Treehouse, LLC, James and Mary Backus, First Class Property Solutions and John & Lisa Iuliano, property owners, to permit a 144 unit multi-family garden apartment complex in accordance with Section 31-306 and 31-406 of the Unified Development Ordinance. The affected properties are located at 3345 Bridge Road and 3345 Bridge Road, Units 900, 904, 908, 912, 916, 920 & 924 and are further identified as Zoning Map 12, Parcels 34C, 34C*9A, 34C*9B, 34C*9C, 34C*9D, 34C*9E, 34C*9F and 34C*9G, Sleepy Hole Voting Borough, zoned OI, Office-Institutional District. The 2026 Comprehensive Plan designates this area as a part of the Northern Suburban/ Urban Development Area (Inner-Ring Suburban).

Because the establishment of the proposed 144 unit garden apartment complex is not a permitted use within the existing OI, Office-Institutional zoning district, the approval of this request for a conditional use permit is contingent upon the prior approval of a separate request to rezone a portion of the subject property from the existing OI, Office-Institutional zoning district to B-1, Neighborhood Commercial zoning district. (See RZ06-13). The noted request to rezone the property to B-1, Neighborhood Commercial has been forwarded for consideration concurrently with this request for a Conditional Use Permit.

The Planning Commission, at their meeting of March 18, 2014, voted 8 to 0 to approve a Resolution recommending **denial** of this request.

Attachments

- Staff Report
- Proposed Ordinance
- Exhibit A – Planning Commission recommendation
- Exhibit B – Zoning/Land Use Map
- Exhibit C – Proposed Development Plans

STAFF REPORT

DESCRIPTION

CONDITIONAL USE PERMIT: Conditional Use Permit Request C20-13 to permit a 144 unit multi-family garden apartment complex.

APPLICANT: James R. Bradford, Hassell and Folkes, P.C., agent, on behalf of Bennett's Creek Office Park, LLC c/o Scott Gandy, applicant.

LOCATION: 3345 Bridge Road and 3345 Bridge Road, Units 900, 904, 908, 912, 916, 920 & 924, Zoning Map 12, Parcels 34C, 34C*9A, 34C*9B, 34C*9C, 34C*9D, 34C*9E, 34C*9F and 34C*9G.

PRESENT ZONING: OI, Office-Institutional District with Special Corridor Overlay District (SCOD) Zoning. An application for rezoning, RZ06-13, for a portion of the property to B-1, Neighborhood Commercial District has been submitted simultaneously with this application.

EXISTING LAND USE: Partially developed with flex-office; additional infrastructure installed.

PROPOSED LAND USE: To establish a 144 unit multi-family garden apartment complex.

SURROUNDING ZONING/LAND USES:

West: O-I, Office-Institutional; developed as single-family residential

East: RL, Residential Low; developed as single-family residential

North (across Bridge Road): O-I, Office-Institutional; developed as single-family residential

South: RU, Residential Urban & RR, Rural Residential; developed as single-family residential

COMPREHENSIVE PLAN: The City's *2026 Comprehensive Plan* map designates this property as Northern Suburban/ Urban Development Area (Inner-Ring Suburban).

CHESAPEAKE BAY PRESERVATION AREA DESIGNATION: The property is located within the City's Chesapeake Bay Preservation Area Overlay District and contains Resource Protection Areas and Resource Management Areas.

PUBLIC NOTICE: This request has been duly advertised in accordance with the public notice requirements set forth in Section 15.2-2204 of the Code of Virginia, as amended, and with the applicable provisions of the Unified Development Ordinance.

CASE HISTORY:

A site plan was approved in 2009 (SP2007-31) for this site for the construction of 49,688 square feet of two-story office space and 70,552 square feet of flex-office space with associated parking and site improvements. In addition, an exception request, EX2009-03 was also granted for Resource Protection Area (RPA) buffer intrusion. Construction was undertaken and Building

No.9, a single-story flex office building, was constructed as were significant site utilities.

STAFF ANALYSIS

ISSUE:

The applicant has requested a conditional use permit for the construction of 144 multi-family garden apartment units. A *Garden Apartment* is defined by the Unified Development Ordinance as a two-story or three-story multi-family dwelling with not less than eight (8) or more than twenty (20) dwelling units in each building, accessed from a common hall or individual entrances, and with the dwelling units located back to back, adjacent or on top of each other.

Because the construction of the proposed 144 unit garden apartment complex is not a permitted use within the existing OI, Office-Institutional zoning district, the approval of this request for a conditional use permit is contingent upon the prior approval of a separate request to rezone a portion of the subject property from the existing OI, Office-Institutional zoning district to B-1, Neighborhood Commercial zoning district. The noted request to rezone the property is being forwarded to the Planning Commission for consideration concurrently with this request for a Conditional Use Permit. (See RZ06-13).

As presently envisioned by the applicant, the existing uses of flex-office are proposed to remain and be eventually expanded on this site. In addition, the applicant envisions some retail uses also occurring on the subject parcel. However, to clarify this application for a Conditional Use Permit is for the expressed approval of 144 Garden Apartments on a portion of the subject site.

While the subject property includes a variety of tax parcels, the subject site has not been subdivided. The tax parcels were created as the office units have been sold as condominium units. The boundaries of the lands requested for the subject conditional use permit is included as an exhibit to the proposed ordinance.

CONSIDERATIONS AND CONCLUSIONS

1. **Comprehensive Plan**

This site is located in the Inner-Ring Suburban development area of the designated Northern Suburban/Urban Growth Area. The City's *2026 Comprehensive Plan* addresses the proposed development character of this area. Primary among the characteristics is that residential development in this area should be developed with high density single family homes on small lots in mixed use developments such as traditional neighborhood developments. Uses such as single family, traditional neighborhood developments, light manufacturing, neighborhood retail, and civic buildings that are appropriately located, are all envisioned as typical uses within the inner-ring suburban district.

Residential densities of three (3) to five (5) units per acre are recommended in this district. The applicant proposed to utilize 13.6 acres of the available site for the development of the Garden Apartments. However, a significant proportion of the site is encumbered by critical area associated with adjacent wetlands and floodplains. As such,

the gross density of this project would be approximately eleven (11) units per acre and the net density, discounting the critical areas of the site, would be even greater. It is evident that regardless of the measure of density, the proposed densities greatly exceed the target density established by the *2026 Comprehensive Plan*.

In addition to the more tangible issues of use and density, the *2026 Comprehensive Plan* outlines other policy and action items relevant to the proposed use. Under the theme Balanced Growth, Action 3-1G notes the extensive amount of vacant land already zoned for residential development. Consequently, the plan emphasizes the City should deny request for additional residential development that is contrary and inconsistent with the Focused Growth Framework and does not demonstrate the need and demand for the proposed additional residential development.

Policy Statement 3-4 of the comprehensive plan goes on and emphasizes the need to Balance residential and non-residential land uses. This site has frontage directly on Bridge Road, US Route 17, which is identified as a Principal Arterial. A Principal Arterial is intended to carry substantial traffic volumes at high speeds. As such, this site is more suitable for non-residential development. It is important that properties suitable for non-residential uses be preserved as such. In addition, the preservation of the property for non-residential uses also supports Policy 3-5 to Facilitate the expansion of office, R&D and manufacturing activity in Suffolk. Specifically, Action statement 3-5A states, Ensure that there are adequate amounts of land zoned to support the growing high technology corridor in the northern suburban/urban growth area. This site is ideally positioned for office uses within this region of the City.

Action statement 4-1A Encourage(s) development of a balanced housing stock with high end, moderate and affordable housing goal to accommodate demand. The City currently has 440 apartment units under construction within the Northern Development area of the City in addition to the existing multi-family units in the area. There are other properties within this region of the City which have been suitably zoned for multi-family housing. This site is not suitable for multi-family development. The goals of the City include having a balanced housing stock.

Finally, Policy 6-1 obliges that the City Provide opportunities for residents to adopt a lifestyle that is less dependent on auto travel. The proposed site is not connected to civic, neighborhood and retail uses. The lack of site connectivity makes this area less attractive for residential development than other sites within the City. The classification of Bridge Road as a Major Arterial further compounds difficulty with making viable non-automobile connections to the community.

2. Unified Development Ordinance Requirements

The Unified Development Ordinance allows the construction of Garden Apartments with a conditional use permit in the B-1, Neighborhood Commercial District. Should City Council not act favorably upon the associated request for rezoning; then Garden Apartments would not be allowed. Garden Apartments are not a permitted use or a conditional use in the O-I, Office Institutional District.

However, should City Council act favorably upon the request for rezoning, then the provision of the Unified Development Ordinance as they apply to B-1, Neighborhood Commercial should be considered.

Garden Apartments are one of the few residential uses permitted via the conditional use permit process in the B-1, Neighborhood Commercial District. As such, the dimensional criteria which have been established by the Unified Development Ordinance provide a different gauge for evaluation of suitability. No residential densities are established for the B-1 zone by the Unified Development Ordinance; however, we can still look to the target densities within the area as designated by the Comprehensive Plan. As previously noted, as proposed, the gross density of the request translates to approximately eleven (11) units per acre and the net density, discounting the critical areas of the site, would be even greater. The Comprehensive Plan currently calls out the targeted residential densities for this area as being three (3) to five (5) units per acre.

In regard to the Unified Development Ordinance, mass density in the B-1, Neighborhood Commercial District is established by a maximum floor area ratio (FAR) of 0.5. The FAR is defined as the ratio of the building gross floor area (sum of all the floors) to the gross area of the site. This site would need to show compliance at the time of site plan approval with regard to the FAR standard. What this ratio does not establish, however, is the number of allowable units nor the size of individual units. Therefore, there is not a direct correlation between residential density and floor area ratio.

Specific criteria for development within the B-1 zone are identified in Section 31-408(f) of the Unified Development Ordinance. This provision emphasizes the importance and requires minimization of vehicular and pedestrian conflicts by providing connectivity within the development and to surrounding neighborhoods. While sidewalks are shown on the schematic plan for this site; the relative isolation of the development makes it difficult to have connections to other portions of the community. No sidewalk connectivity from within the development is shown to the existing sidewalk along Bridge Road.

Design standards for multi-family developments are established by Section 31-602(c)(2) of the Unified Development Ordinance. Building must have a minimum separation of 15 feet. It appears that not all building achieve the required separation, but could with minor modifications. In addition, 200 square feet of usable common open space must be provided for each unit. This would require approximately 28,800 square feet of space be provided within this development. The applicant has shown a recreational area of 14,500 square feet on the conceptual plan, therefore, additional space must be provided to satisfy this requirement.

3. Public Facilities

Sewer –This site will be served by sanitary sewer which flows to City PS #149/Rt.17 Office Park. Additional information relative to sewer modeling will be requested during the design phase of the project.

Water – A 12” water main is located along Bridge Road which is proposed to provide domestic and fire protection service to the development. Additional information relative to water modeling will be requested during the design phase of the project.

Stormwater – Compliance with the applicable provisions of the City and state regulations for stormwater controls must be demonstrated at the time of Site Plan approval. The applicant has been advised that a Construction General Permit must be issued prior to July 1, 2014 or the site will be subject to Stormwater Technical Criteria IIB which may require significant redesign of the site layout.

Transportation and Parking- The request for this conditional use permit included a traffic analysis which has been reviewed and approved by the City of Suffolk Traffic Engineering Division. The traffic report concluded that a three-phase traffic signal with protected/permitted westbound left turns on Bridge Road should be installed with the development of Bennett’s Creek Commons. In addition, there may be a need for additional widening along Bridge Road which could necessitate the need for additional right-of-way.

Schools – This site is located in the attendance zones for school zone 2 elementary schools, zone 1 middle schools, and zone 2 high schools. Since the Conditional Use requests residential units, then these units would create additional demand for school enrollment. The applicant has requested 144 multi-family units. Using the student generation rates established by Adequate Public Facility standards of Section 31-601 of the Unified Development ordinance, the construction of this facility would generate an additional 37.4 elementary students, 18.7 middle school students, and 17.3 high school students. The elementary school zone serving this development area has adequate student capacity available. However, the middle and high schools do not.

The 2014-2023 Capital Improvement Plan established the cost and capacity of a future high school and a future middle school. By dividing the cost of facility by the total capacity a cost per student can be established. Per the approved Capital Improvement Plan the proposed middle school serving this area has a per student cost of \$28,333.33. The proposed high school that will serve this area has a per student cost of \$38,298.95.

The applicant has acknowledged this deficiency in school capacity and has advised that they are willing to make a cash contribution to the City of Suffolk for the expansion of classroom space in impacted schools, including, but not limited to, land acquisition for the expansion of public school facilities and construction of new schools and additions. The amount of the voluntary cash contribution as proposed by the applicant is \$1,000 per residential dwelling unit which would be paid prior to the issuance of a Certificate of Occupancy.

In contrast, as calculated based on the student generation rates, construction costs and methodology established by the adopted Capital Improvement Plan and the Unified Development Ordinance, the total costs to advance the needed school capacity and mitigate the adverse impact of the proposed development is \$8,280.50 per residential unit. This total includes \$3,679.40 per unit in support of the needed capacity at the middle school level and \$4,601.20 per unit in support of the needed capacity at the high

school level.

A fiscal impact study was submitted as part of the application for this project. The study concluded that a net fiscal loss could be anticipated from this project due primarily to school impacts. However, the applicant did also include an analysis based upon a different student generation rate which had been established by the National Association of Home Builders (NABH), which is not consistent with the Unified Development Ordinance. This alternative showed a net positive impact. Regardless of the generation rate utilized, deficiencies exist due to committed development at both the middle and high school levels. The associated rezoning case, RZ6-13, did not contain any proffers which advanced capacity for this need.

4. Additional Approvals

This project will need to obtain additional approvals prior to starting construction. A Site Plan application must be reviewed and approved prior to the issuance of any building permits. A subdivision plat will need to be reviewed and approved through the subdivision process for any new proposed parcels.

5. Conditional Use Permit Approval Criteria

Pursuant to Section 31-306 of the UDO, a Conditional Use Permit recognizes uses that, because of their unique characteristics or potential impacts on adjacent land uses, are not generally permitted in certain zoning districts as a matter of right. Rather, such uses are permitted through the approval of a Conditional Use Permit by City Council when the right set of circumstances and conditions are found acceptable.

A Conditional Use Permit is issued only after demonstrating that the application is in compliance with the following criteria.

- a. *The proposed conditional use shall be in compliance with all regulations of the applicable zoning district, the provisions of Article 6, and any applicable supplemental use standards as set forth in Article 7 of the UDO.*

While there are no supplemental standards established for the use of *Garden Apartment*, the application as submitted does not conform with all applicable provisions of the Unified Development Ordinance and clearly exceeds target densities established by the *2026 Comprehensive Plan*.

- b. *The proposed conditional use shall conform to the character of the neighborhood within the same zoning district in which it is located. The proposal as submitted or modified shall have no more adverse effects on health, safety or comfort of persons living or working in or driving through the neighborhood, or shall be no more injurious to property or improvements in the neighborhood, than would any other use generally permitted in the same district.*

As presented, the proposed project represents a significant increase in density in the surrounding area. This density is out of character in this portion of the City.

- c. *Adequate measure shall be taken to provide ingress and egress so designed as to minimize traffic hazards and to minimize traffic congestion on the public roads.*

This project would require the installation of a three-phase traffic signal with protected/permitted westbound left turns on Bridge Road. Approval of this project without provisions for the needed traffic signal would not provide adequate safety for users of the facility.

- d. *The proposed use shall not be noxious or offensive by reason of vibration, noise, odor, dust, smoke or gas.*

This use would not be more offensive than similar multi-family developments of this type.

- e. *The proposed use shall not be injurious to the use and enjoyment of the property in the immediate vicinity for the purposes already permitted nor substantially diminish or impair the property values within the neighborhood.*

As presented, the proposed project represents a significant increase in density in the surrounding area. Impacts would be limited to those typically associated with multi-family development.

- f. *The establishment of the proposed use shall not impede the orderly development and improvement of surrounding property for uses permitted within the zoning district.*

The location of this property along an arterial roadway is better suited for more intense commercial uses. The development of this property for residential use eliminates opportunity for the expansion of office, R&D and manufacturing activity within the City as outlined in Policy 3-5 of the 2026 Comprehensive Plan.

- g. *The establishment, maintenance, or operation of the proposed use shall not be detrimental to or endanger the public health, safety, morals, comfort, or general welfare.*

The proposed project should not endanger or be detrimental to the community

- h. *The public interest and welfare supporting the proposed conditional use shall be sufficient to outweigh the individual interests which are adversely affected by the establishment of the proposed use.*

It is staff's opinion that impacts to the public interest outweigh the potential benefits of the proposed use.

RECOMMENDATION

In summary, staff finds the proposal is:

- Not consistent with the Comprehensive Plan
- Not consisted with the Unified Development Ordinance
- Does not mitigate impacts to public facilities

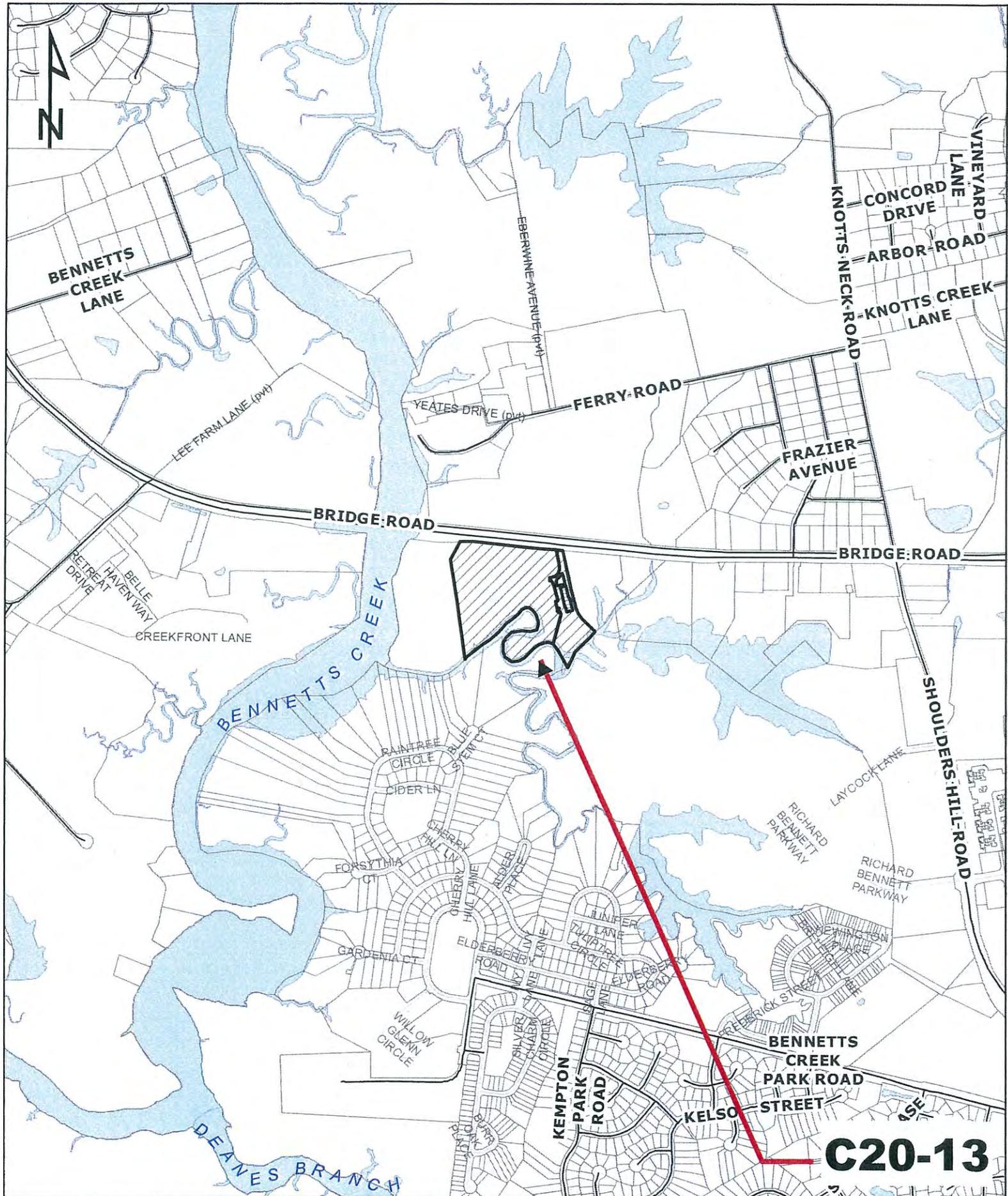
Based on the guidance provided by the above cited provision of the Unified Development Ordinance and *2026 Comprehensive Plan* as well as the analysis and findings-of-fact set forth in the preceding staff report, staff recommends **denial** of Conditional Use Permit request C20-13.

The Planning Commission, at their meeting of March 18, 2014, voted 8 to 0 to approve a Resolution recommending **denial** of this request.

Attachments

- Proposed Ordinance
- Exhibit A – Planning Commission Recommendation
- Exhibit B – Zoning/Land Use Map
- Exhibit C – Proposed Development Plans

General Location Map



C20-13

ORDINANCE NO.

AN ORDINANCE GRANTING A CONDITIONAL USE PERMIT FOR A 144 UNIT MULTI-FAMILY GARDEN APARTMENT COMPLEX LOCATED AT 3345 BRIDGE ROAD AND 3345 BRIDGE ROAD, UNITS 900, 904, 908, 912, 916, 920 & 924, ZONING MAP 12, PARCELS 34C, 34C*9A, 34C*9B, 34C*9C, 34C*9D, 34C*9E, 34C*9F AND 34C*9G; C20-13

WHEREAS, James R. Bradford, Hassell and Folkes, P.C., agent, on behalf of Bennett's Creek Office Park, LLC c/o Scott Gandy, applicant and property owner and DDK Enterprises, LLC, Jeebs Treehouse, LLC, James and Mary Backus, First Class Property Solutions and John & Lisa Iuliano, property owners, has requested a conditional use permit for a 144 unit multi-family garden apartment complex for a portion of a certain tract of land situated in the City of Suffolk, Virginia, which land is designated on the Zoning Map of the City of Suffolk, Virginia, as Zoning Map 12, Parcels 34C, 34C*9A, 34C*9B, 34C*9C, 34C*9D, 34C*9E, 34C*9F and 34C*9G which land is depicted on Exhibit "B"; and,

WHEREAS, the procedural requirements of Article 3, Section 31-306 of the Code of the City of Suffolk, Virginia, 1998 (as amended), have been followed; and,

WHEREAS, in acting upon this request, the Planning Commission and City Council have considered the matters enunciated in Section 15.2-2284 of the Code of Virginia (1950), as amended, and Article 1, Section 31-102 and Article 3, Section 31-306(c)(1 through 8) of the Code of the City of Suffolk, 1998 (as amended), with respect to the purposes stated in the Code of Virginia (1950), as amended, Sections 15.2-2200 and 15.2-2283; and,

WHEREAS, the Planning Commission has made a recommendation as stated in Exhibit "A".

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Suffolk, Virginia, that:

Section 1. Exhibits.

Exhibit "A", "Planning Commission Recommendation", Exhibit "B", "Zoning/Land Use Map ", and Exhibit "C", "Proposed Development Plans", which are attached hereto, are hereby incorporated as part of this ordinance.

Section 2. Findings.

Council finds that the proposal for a conditional use permit, as submitted or modified with conditions herein, the expressed purpose of which is to permit a 144 unit multi-family garden apartment complex is in conformity with the standards of the Unified Development Ordinance of the City of Suffolk and that it will have no more adverse effects on the health, safety or comfort of persons living or working in or driving through the neighborhood, and will be no more injurious to property or improvements in the neighborhood than would any other use generally permitted in the same district, taking

into consideration the location, type and height of buildings or structures, the type and extent of landscaping and screening on site and whether the use is consistent with any theme, action, policy or map of the Comprehensive Plan which encourages mixed uses and/or densities with the conditions set forth below.

These findings are based upon the consideration for the existing use and character of property, the Comprehensive Plan, the suitability of property for various uses, the trends of growth or change, the current and future requirements of the community as to land for various purposes as determined by population and economic studies and other studies, the transportation requirements of the community, the requirements for airports, housing, schools, parks, playgrounds, recreation areas and other public services, the conservation of natural resources, the preservation of flood plains, the preservation of agricultural and forestal land, the conservation of properties and their values, and the encouragement of the most appropriate use of land throughout the City.

These findings are based upon a determination that the most reasonable and limited way of avoiding the adverse impacts of the 144 unit multi-family garden apartment complex is by the imposition of the conditions provided herein.

Section 3. Permit Granted.

The conditional use permit for the Property be, and it is hereby, approved for the Property, subject to the general conditions set forth in Section 4 hereof. The conditional use permit specifically allows a 144 unit multi-family garden apartment complex use in compliance with Sections 31-306 and 31-406 of the Code of the City of Suffolk.

Section 4. General Conditions.

- (a) The conditional use permit may be revoked by City Council upon failure to comply with any of the conditions contained herein, after ten days written notice to Bennett's Creek Office Park, LLC c/o Scott Gandy, applicant and property owner and DDK Enterprises, LLC, Jeebs Treehouse, LLC, James and Mary Backus, First Class Property Solutions and John & Lisa Iuliano, property owners, or their successors in interest, and a hearing at which such persons shall have the opportunity to be heard.
- (b) To the extent applicable, the requirements set forth in Section 31-306 of the Code of the City of Suffolk, Virginia shall be met.
- (c) The commencement of the use described in Section 3 of this ordinance shall be deemed acceptance by Bennett's Creek Office Park, LLC c/o Scott Gandy, applicant and property owner and DDK Enterprises, LLC, Jeebs Treehouse, LLC, James and Mary Backus, First Class Property Solutions and John & Lisa Iuliano, property owners, or any party undertaking or maintaining such use, of the conditions to which the conditional use permit herein granted is subject.

Section 5. Severability.

It is the intention of the City Council that the provisions, sections, paragraphs, sentences,

clauses and phrases of this ordinance are severable; and if any phrase, clause, sentence, paragraph, section and provision of this ordinance hereby adopted shall be declared unconstitutional or otherwise invalid by the valid judgment or decree of a court of competent jurisdiction, such unconstitutionality or invalidity shall not affect any of the remaining phrases, clauses, sentences, paragraphs, sections and provisions of this ordinance, to the extent that they can be enforced notwithstanding such determination.

Section 6. Recordation.

A certified copy of this ordinance shall be recorded, by the applicant, in the name of the property owner as grantor in the office of the Clerk of Circuit Court.

Section 7. Effective Date.

This ordinance shall be effective upon passage and shall not be published or codified. The conditional use authorized by this permit shall be implemented within two (2) years from the date of approval by the City Council and shall terminate if not initiated within that time period.

READ AND PASSED: _____

TESTE: _____
Erika Dawley, City Clerk

Approved as to Form:

 *Deputy City Attorney*
Helivi L. Holland, City Attorney

EXHIBIT A

RESOLUTION NO. 14-03-3

CITY OF SUFFOLK PLANNING COMMISSION
A RESOLUTION TO PRESENT A REPORT AND RECOMMENDATION
TO CITY COUNCIL RELATING TO CONDITIONAL USE PERMIT
C20-13

WHEREAS, James R. Bradford, Hassell and Folkes, P.C., agent, on behalf of Bennett's Creek Office Park, LLC c/o Scott Gandy, applicant and property owner and DDK Enterprises, LLC, Jeebs Treehouse, LLC, James and Mary Backus, First Class Property Solutions and John & Lisa Iuliano, property owners, has requested a conditional use permit for a 144 unit multi-family garden apartment complex for a portion of a certain tract of land situated in the City of Suffolk, Virginia, which land is described and depicted on the proposed Ordinance attached hereto and incorporated herein by reference; and

WHEREAS, the specific request is to permit a 144 unit multi-family garden apartment complex in accordance with Sections 31-306 and 31-406 of the Unified Development Ordinance.

NOW, THEREFORE, BE IT RESOLVED by the Planning Commission of the City of Suffolk, Virginia, that:

Section 1. Findings.

The Suffolk Planning Commission finds that the proposal for a conditional use permit, as submitted or modified herein:

- a. Will have no more adverse effects on the health, safety or comfort of persons living or working in or driving through the neighborhood,
- b. Will have more adverse effects on the health, safety or comfort of persons living or working in or driving through the neighborhood,
- c. Will be no more injurious to property or improvements in the neighborhood, or
- d. Will be more injurious to property or improvements in the neighborhood than would any other use generally permitted in the same district, taking into consideration the location, type and height of buildings or structures, the type and extent of landscaping and screening on site and whether the use is consistent with any theme, action, policy or map of the Comprehensive Plan which encourages mixed uses and/or densities.

Section 2. Recommendation to Council.

The Planning Commission recommends to City Council that the request, C20-13, be:

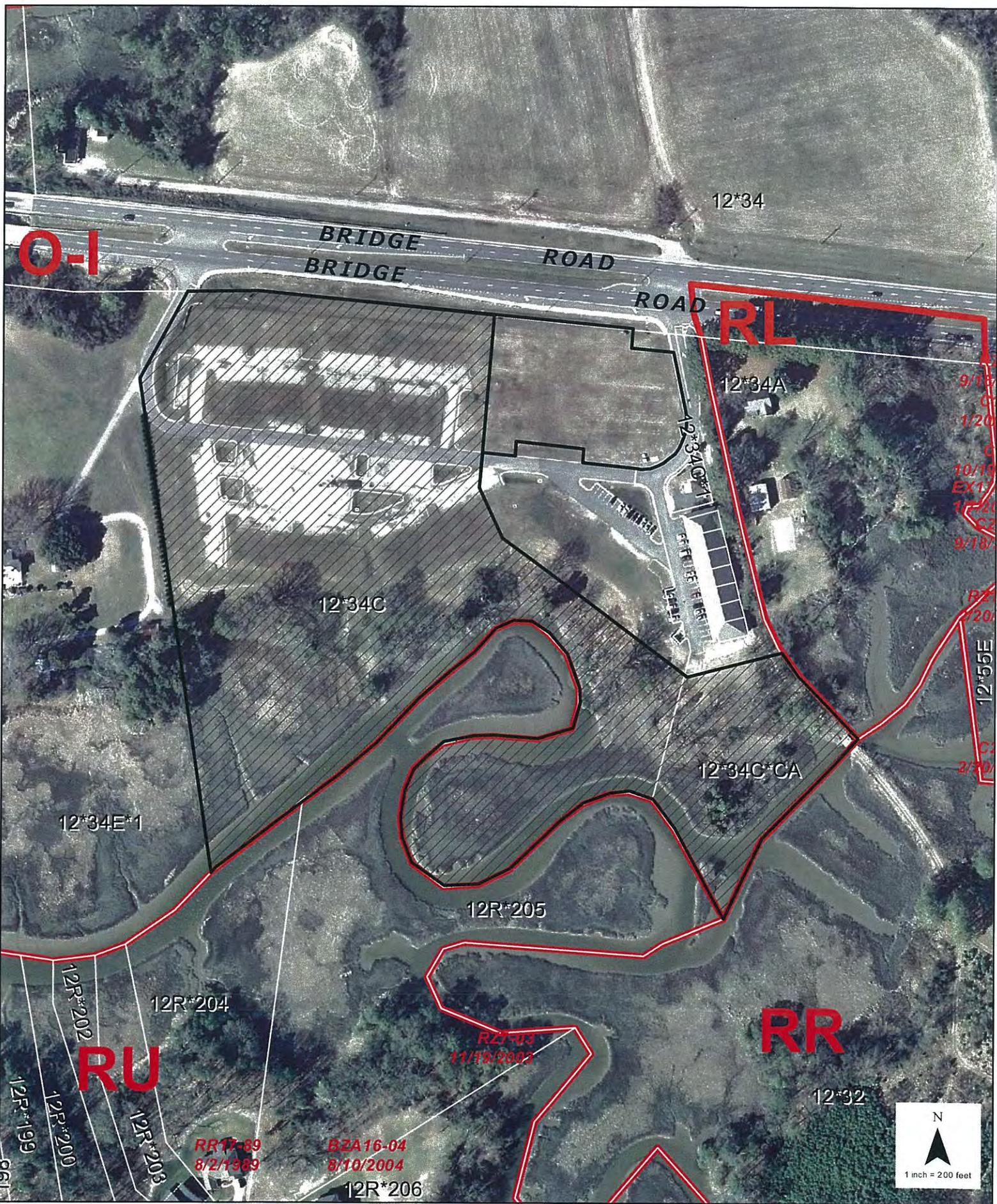
- a. Granted as submitted, and that the City Council adopt the proposed Ordinance without modification.
- b. Denied, and that Council not adopt the proposed Ordinance.

- ___c. Granted with the modifications set forth on the attached listing of specific recommendations, and that Council adopt the proposed Ordinance with such modifications.

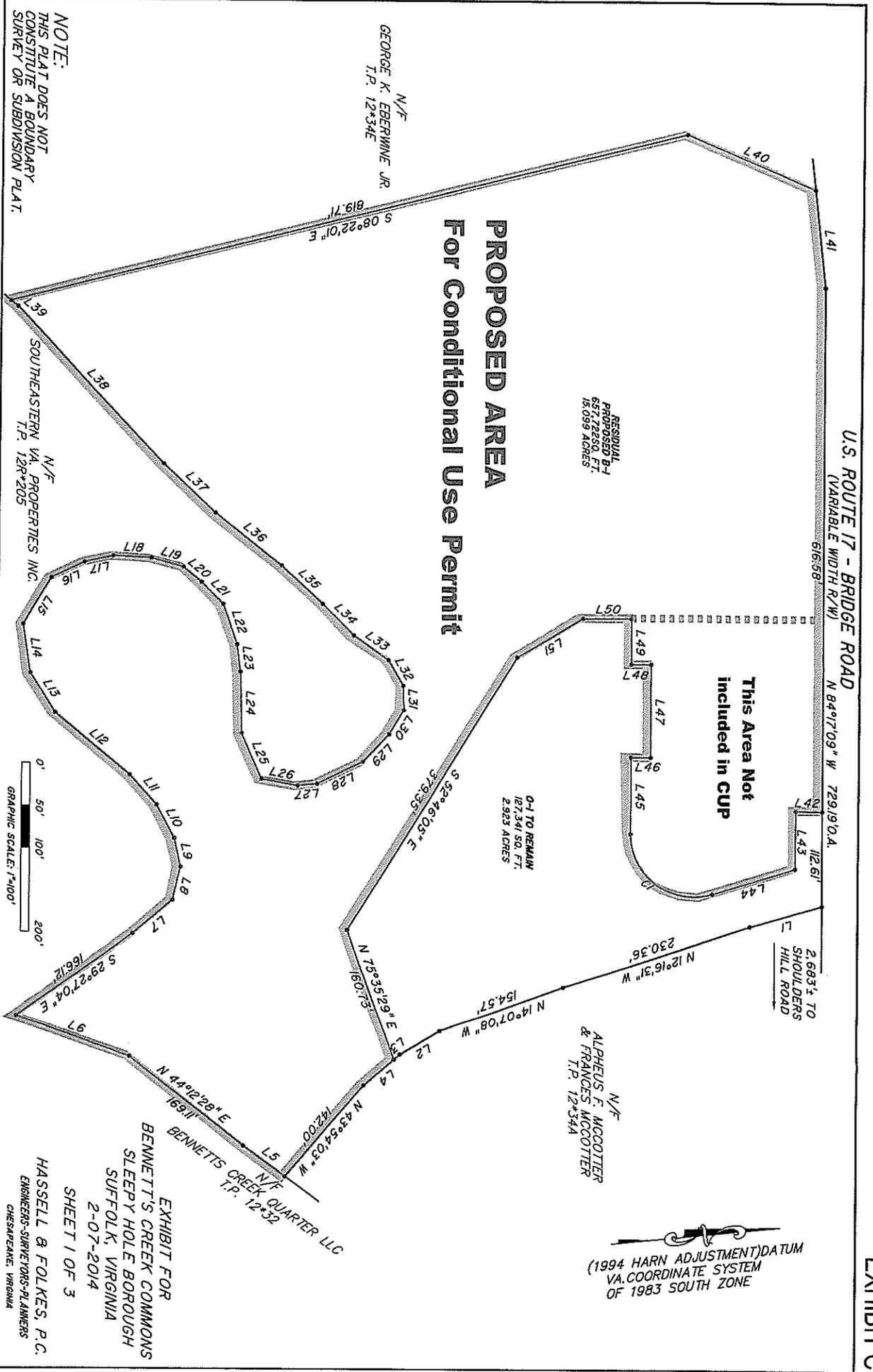
READ AND ADOPTED: March 18, 2014

TESTE: Scott Mills

C20-13 Zoning/Land Use Map



Aerial Imagery Sources: VGIN/VITA VMBP 2013 Orthophotography and/or ESRI http://goto.arcgisonline.com/maps/World_Imagery



NOTE:
THIS PLAT DOES NOT
CONSTITUTE A BOUNDARY
SURVEY OR SUBDIVISION PLAT.

LINE TABLE

LINE	BEARING	DISTANCE
L1	N 10°51'46" W	89.14'
L2	N 23°09'53" W	54.11'
L3	N 35°04'23" W	9.30'
L4	N 35°04'23" W	55.72'
L5	N 41°58'09" E	60.40'
L6	N 25°22'45" E	141.60'
L7	S 35°38'22" E	60.56'
L8	S 71°18'41" E	40.66'
L9	N 83°43'16" E	34.64'
L10	N 67°05'71/8" E	44.61'
L11	N 53°41'37" E	46.75'
L12	N 45°21'52" E	114.39'
L13	N 63°09'07" E	55.43'
L14	N 86°32'06" E	57.38'
L15	S 53°05'72/9" E	64.72'
L16	S 20°26'12" E	43.35'
L17	S 06°36'53" E	34.24'
L18	S 08°23'00" W	44.31'
L19	S 21°40'37" W	38.95'
L20	S 46°35'01" W	28.13'
L21	S 51°30'50" W	37.03'
L22	S 76°20'55" W	49.81'
L23	S 88°18'34" W	32.52'
L24	N 85°34'57" W	72.42'
L25	S 72°08'05" W	58.73'
L26	S 15°29'32" W	43.21'

LINE TABLE

LINE	BEARING	DISTANCE
L27	S 00°28'28" W	23.18'
L28	S 20°16'28" E	59.81'
L29	S 41°05'08" E	44.47'
L30	S 53°16'11" E	33.04'
L31	S 86°18'53" E	29.45'
L32	N 65°34'20" E	34.49'
L33	N 41°09'12" E	49.48'
L34	N 50°39'44" E	51.91'
L35	N 49°05'59" E	67.40'
L36	N 43°44'35" E	99.72'
L37	N 48°46'51" E	83.15'
L38	N 52°33'48" E	251.90'
L39	N 44°17'20" E	11.06'
L40	S 28°31'44" W	163.82'
L41	S 89°37'32" W	115.43'
L42	S 06°12'43" W	30.75'
L43	S 83°47'17" E	68.45'
L44	S 11°47'49" E	103.00'
L45	N 84°17'09" W	89.74'
L46	N 05°42'51" E	23.24'
L47	N 84°17'09" W	109.88'
L48	S 05°42'51" W	23.24'
L49	N 84°17'09" W	53.09'
L50	S 05°30'57" W	56.44'
L51	S 24°53'52" E	90.18'

CURVE TABLE

CURVE	DELTA	RADIUS	ARC	TANGENT	CHORD	CHORD BEARING
C1	107°24'50"	74.50'	139.67'	101.45'	120.09'	N 42°00'26" E

EXHIBIT FOR
BENNETT'S CREEK COMMONS
SLEEPY HOLE BOROUGH
SUFFOLK, VIRGINIA
2-07-2014
SHEET 3 OF 3
HASSELL & FOLKES, P.C.
ENGINEERS-SURVEYORS-PLANNERS
CHESAPEAKE, VIRGINIA



NO.	DESCRIPTION	AMOUNT	UNIT PRICE	TOTAL
1	GENERAL CONTRACTOR	1.00	1000000	1000000
2	FOUNDATION	1.00	500000	500000
3	FRAMING	1.00	400000	400000
4	ROOFING	1.00	300000	300000
5	MECHANICAL	1.00	200000	200000
6	ELECTRICAL	1.00	150000	150000
7	PLUMBING	1.00	100000	100000
8	PAINTING	1.00	80000	80000
9	LANDSCAPING	1.00	60000	60000
10	CONCRETE	1.00	40000	40000
11	IRONWORK	1.00	30000	30000
12	GLASS	1.00	20000	20000
13	STEEL	1.00	15000	15000
14	WOOD	1.00	10000	10000
15	BRICK	1.00	8000	8000
16	STONE	1.00	6000	6000
17	CEMENT	1.00	4000	4000
18	SAND	1.00	3000	3000
19	GRAVEL	1.00	2000	2000
20	ASPHALT	1.00	1500	1500
21	PAVING	1.00	1000	1000
22	CONCRETE PAVING	1.00	800	800
23	ASPHALT PAVING	1.00	600	600
24	GRAVEL PAVING	1.00	400	400
25	SAND PAVING	1.00	300	300
26	CEMENT PAVING	1.00	200	200
27	STEEL PAVING	1.00	150	150
28	WOOD PAVING	1.00	100	100
29	BRICK PAVING	1.00	80	80
30	STONE PAVING	1.00	60	60
31	CEMENT PAVING	1.00	40	40
32	SAND PAVING	1.00	30	30
33	GRAVEL PAVING	1.00	20	20
34	ASPHALT PAVING	1.00	15	15
35	PAVING	1.00	10	10
36	CONCRETE PAVING	1.00	8	8
37	ASPHALT PAVING	1.00	6	6
38	GRAVEL PAVING	1.00	4	4
39	SAND PAVING	1.00	3	3
40	CEMENT PAVING	1.00	2	2
41	STEEL PAVING	1.00	1.5	1.5
42	WOOD PAVING	1.00	1	1
43	BRICK PAVING	1.00	0.8	0.8
44	STONE PAVING	1.00	0.6	0.6
45	CEMENT PAVING	1.00	0.4	0.4
46	SAND PAVING	1.00	0.3	0.3
47	GRAVEL PAVING	1.00	0.2	0.2
48	ASPHALT PAVING	1.00	0.15	0.15
49	PAVING	1.00	0.1	0.1
50	CONCRETE PAVING	1.00	0.08	0.08
51	ASPHALT PAVING	1.00	0.06	0.06
52	GRAVEL PAVING	1.00	0.04	0.04
53	SAND PAVING	1.00	0.03	0.03
54	CEMENT PAVING	1.00	0.02	0.02
55	STEEL PAVING	1.00	0.015	0.015
56	WOOD PAVING	1.00	0.01	0.01
57	BRICK PAVING	1.00	0.008	0.008
58	STONE PAVING	1.00	0.006	0.006
59	CEMENT PAVING	1.00	0.004	0.004
60	SAND PAVING	1.00	0.003	0.003
61	GRAVEL PAVING	1.00	0.002	0.002
62	ASPHALT PAVING	1.00	0.0015	0.0015
63	PAVING	1.00	0.001	0.001
64	CONCRETE PAVING	1.00	0.0008	0.0008
65	ASPHALT PAVING	1.00	0.0006	0.0006
66	GRAVEL PAVING	1.00	0.0004	0.0004
67	SAND PAVING	1.00	0.0003	0.0003
68	CEMENT PAVING	1.00	0.0002	0.0002
69	STEEL PAVING	1.00	0.00015	0.00015
70	WOOD PAVING	1.00	0.0001	0.0001
71	BRICK PAVING	1.00	0.00008	0.00008
72	STONE PAVING	1.00	0.00006	0.00006
73	CEMENT PAVING	1.00	0.00004	0.00004
74	SAND PAVING	1.00	0.00003	0.00003
75	GRAVEL PAVING	1.00	0.00002	0.00002
76	ASPHALT PAVING	1.00	0.000015	0.000015
77	PAVING	1.00	0.00001	0.00001
78	CONCRETE PAVING	1.00	0.000008	0.000008
79	ASPHALT PAVING	1.00	0.000006	0.000006
80	GRAVEL PAVING	1.00	0.000004	0.000004
81	SAND PAVING	1.00	0.000003	0.000003
82	CEMENT PAVING	1.00	0.000002	0.000002
83	STEEL PAVING	1.00	0.0000015	0.0000015
84	WOOD PAVING	1.00	0.000001	0.000001
85	BRICK PAVING	1.00	0.0000008	0.0000008
86	STONE PAVING	1.00	0.0000006	0.0000006
87	CEMENT PAVING	1.00	0.0000004	0.0000004
88	SAND PAVING	1.00	0.0000003	0.0000003
89	GRAVEL PAVING	1.00	0.0000002	0.0000002
90	ASPHALT PAVING	1.00	0.00000015	0.00000015
91	PAVING	1.00	0.0000001	0.0000001
92	CONCRETE PAVING	1.00	0.00000008	0.00000008
93	ASPHALT PAVING	1.00	0.00000006	0.00000006
94	GRAVEL PAVING	1.00	0.00000004	0.00000004
95	SAND PAVING	1.00	0.00000003	0.00000003
96	CEMENT PAVING	1.00	0.00000002	0.00000002
97	STEEL PAVING	1.00	0.000000015	0.000000015
98	WOOD PAVING	1.00	0.00000001	0.00000001
99	BRICK PAVING	1.00	0.000000008	0.000000008
100	STONE PAVING	1.00	0.000000006	0.000000006



HASSELL & FOLKERS, P.C.
 ENGINEERS, ARCHITECTS, PLANNERS
 1000 WEST 10TH AVENUE, SUITE 100
 DENVER, COLORADO 80202
 PHONE: (303) 733-7000
 FAX: (303) 733-7001
 WWW.HASSELLFOLKERS.COM

REZONING EXHIBIT AND PRELIMINARY SITE PLAN
BENNETT'S CREEK COMMONS
 ROUTE 17 - BRIDGE ROAD
 SUFFOLK, VIRGINIA
 DATE: FEBRUARY 17, 2014

- SITE DATA:**
- EXISTING SITE ZONING: O-1
 - PROPOSED SITE ZONING: R-4 & O-1
 - PROPOSED DEVELOPMENT: 202 UNITS
 - TOTAL SITE AREA: 18.9 ACRES
 - COMPREHENSIVE PLAN DESIGNATION: INNER RING SUBURBAN DISTRICT (PROV. USE - RESIDENTIAL COMMERCIAL)
- SITE DATA: (PARCEL A)**
- PROPOSED SITE ZONING: R-4
 - PROPOSED DEVELOPMENT: 100 UNITS
 - TOTAL SITE AREA: 13.6 ACRES
 - FLOOR AREA RATIO PERMITTED: 50% OR 256,288 SQ. FT.
 - FLOOR AREA SHOWN: 5,500 SQ. FT.
 - NET TO GROSS FACTOR: 25% OR 222,156 SQ. FT.
 - ESTIMATED MAX. THEOR. FT. / APARTMENT = 202 UNITS
 - MAXIMUM BUILDING HEIGHT: 3 STORY
 - MAXIMUM UNITS PER BUILDING: 20
 - MINIMUM PARKING: 1.5 SPACES / UNIT
 - MAXIMUM PARKING: 2.0 SPACES / UNIT
 - PARKING SHOWN: 200 SPACES OR 14 SPACES / UNIT
- SITE DATA: (PARCEL B)**
- PROPOSED SITE ZONING: R-1
 - PROPOSED DEVELOPMENT: 100 UNITS
 - TOTAL SITE AREA: 2.9 ACRES
 - FLOOR AREA RATIO PERMITTED: 50% OR 256,288 SQ. FT.
 - FLOOR AREA SHOWN: 5,500 SQ. FT.
 - NET TO GROSS FACTOR: 25% OR 222,156 SQ. FT.
 - ESTIMATED MAX. THEOR. FT. / APARTMENT = 202 UNITS
 - MAXIMUM BUILDING HEIGHT: 3 STORY
 - MAXIMUM UNITS PER BUILDING: 20
 - MINIMUM PARKING: 1.5 SPACES / UNIT
 - MAXIMUM PARKING: 2.0 SPACES / UNIT
 - PARKING SHOWN: 200 SPACES OR 14 SPACES / UNIT
- SITE DATA: (PARCEL C)**
- EXISTING SITE ZONING TO REMAIN: O-1
 - EXISTING USE TO REMAIN: OFFICE / FLEX SPACE
 - TOTAL SITE AREA: 2.9 ACRES
 - EXISTING LAND USE: OFFICE / FLEX SPACE
 - TOTAL BUILDING FLOOR AREA: 21,500 SQ. FT.
 - TOTAL AREA OFFICE: 575 OR 17,250 SQ. FT.
 - TOTAL AREA FLEX SPACE: 415 OR 9,248 SQ. FT.
 - FLEX PARKING REQUIRED: 9 SPACES
 - TOTAL PARKING PROVIDED: 88 SPACES

AGENDA: April 16, 2014, Regular Session

ITEM: Public Hearing- A public hearing to receive public comment on the Proposed Operating and Capital Budget for Fiscal Year 2014-2015 and related Ordinances and Resolution

In accordance with State Code Section 15.2-2506, the City Council is required to hold a public hearing to receive public comment regarding the proposed operating and capital budget. The public hearing has been properly advertised.

RECOMMENDATION:

Conduct the public hearing

ATTACHMENTS:

Public Hearing Advertisement

Budget Related Ordinances and Resolutions

- An ordinance approving the City Budget and appropriating funds for expenditures contemplated during the Fiscal Year beginning July 1, 2014 and ending June 30, 2015
- An Ordinance levying real property taxes for the Tax Year beginning July 1, 2014 and ending June 30, 2015
- An Ordinance to levy taxes on all tangible personal property not either exempt from taxation or otherwise taxed for the 2014 and 2015 tax years
- An Ordinance adopting a fee schedule for the City of Suffolk
- An Ordinance approving new positions and revised job descriptions regarding the FY 2014-2015 Operating and Capital Budget and the City's FY 2014-2015 classifications and compensation plan.
- A resolution to provide for a 1% shift in the Virginia Retirement System employee contribution rate to the employees with a respective 1.337% salary increase in total creditable compensation.

CITY OF SUFFOLK

PUBLIC HEARING ON PROPOSED OPERATING AND CAPITAL BUDGET

The City Council of the City of Suffolk will conduct a public hearing on the Proposed Operating and Capital Budget for fiscal year 2014-2015, which commences on July 1, 2014 and ends on June 30, 2015. The public hearing will be held at 7:00 p.m., Wednesday, April 16, 2014, and will be conducted in the Council Chamber, Second Floor, Municipal Center, 441 Market Street, Suffolk, Virginia. Any citizen of the City shall have the right to attend and state his/her views on the Proposed Operating and Capital Budget.

Copies of the Proposed Operating and Capital Budget are available for public review at the following locations:

City Manager's Office
 City Clerk's Office
 Budget Office
 Media & Community Relations Office
 Citywide Public Libraries
 East Suffolk Rec Center

The Proposed Operating and Capital Budget is also available on the City's website at <http://www.suffolkva.us/pages/fy-2014-15-budget-link1/>

The following is a brief synopsis of the Proposed Operating and Capital Budget:

OPERATING BUDGET SUMMARY - ALL FUNDS

	Fiscal Year <u>2013-2014</u>	Proposed Fiscal Year <u>2014-2015</u>	% Change
General Fund	\$ 179,336,375	\$ 180,198,458	0%
Capital Projects Fund	44,423,000	56,380,000	27%
Downtown Business Overlay District	200,000	170,000	-15%
Transit System Fund	865,808	1,053,621	22%
Aviation Facilities Fund	1,070,758	1,053,814	-2%
Law Library Fund	38,960	41,460	6%
Route 17 Special Taxing District	2,482,441	1,300,000	-48%
Road Maintenance Fund	22,292,941	25,005,775	12%
Debt Service Fund	26,446,338	27,436,032	4%
Utility Fund	45,274,613	46,716,280	3%
Stormwater Fund	4,580,000	6,139,840	34%
Refuse Services Fund	6,042,350	6,817,756	13%
Grants Fund	683,980	674,215	-1%
Fleet Management Fund	14,318,220	14,898,056	4%
Information Technology Fund	5,476,959	5,452,162	0%
Risk Management Fund	17,393,813	17,253,728	-1%
School Fund	<u>142,810,562</u>	<u>148,125,620</u>	4%
Total Funds Budget	\$ 513,737,119	\$ 538,716,817	

City Council will also receive public comment on the following ordinances and resolution:

- An Ordinance approving the City Budget and Appropriating funds for expenditures contemplated during the fiscal year beginning July 1, 2014 and ending June 30, 2015, in the previously stated fund amounts totaling \$538,716,817 and regulating the payment of money out of the City Treasury.
- An Ordinance Levying Real Property Taxes for the Tax Year beginning July 1, 2014 and ending June 30, 2015, at the following rates:

City Wide	\$1.03 per \$100
Route 17 Taxing District	\$.24 per \$100 (additional)
Downtown Business Overlay District (DBOD)	\$.105 per \$100 (additional)

- An Ordinance Levying Tangible Personal Property and Machinery and Tools taxes for the 2014 and 2015 Tax Years:

Personal Property	\$4.25 per \$100
Machinery and Tools	\$3.15 per \$100
Boats and Recreational Vehicles	\$1.50 per \$100
Airplanes	\$0.58 per \$100
Mobile Homes	\$1.03 per \$100 (citywide)
	\$1.27 per \$100 (Rt. 17 Taxing District)
	\$1.135 per \$100 (DBOD)

- An Ordinance adopting a fee schedule for the City of Suffolk.
- An Ordinance approving new positions and revised job descriptions regarding the FY 2014-2015 Operating and Capital Budget and the City's FY 2014-2015 Classification and Compensation Plan.
- A Resolution to provide for a 1% shift in the Virginia Retirement System employee contribution rate to the employees with a respective 1.337% salary increase in total creditable compensation.

Copies of the complete ordinances and resolution being considered by City Council are available in the Office of the City Clerk, 441 Market Street, Room 249, in Suffolk, Virginia.

Any person desiring to be heard in favor, in opposition to, or to express his/her views with respect to the Proposed Operating and Capital Budget, or the above referenced ordinances, may appear before and be heard by said City Council for the City of Suffolk on Wednesday, April 16, 2014, beginning at 7:00 p.m. in the Council Chamber, City Hall, 441 Market Street in Suffolk, Virginia.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedure to participate in a City program, service, or activities, should contact the City Manager at 757-514-4012.

ORDINANCE NUMBER _____

AN ORDINANCE APPROVING THE CITY BUDGET AND APPROPRIATING FUNDS FOR EXPENDITURES CONTEMPLATED DURING THE FISCAL YEAR BEGINNING JULY 1, 2014 AND ENDING JUNE 30, 2015, AND REGULATING THE PAYMENT OF MONEY OUT OF THE CITY TREASURY

BE IT ORDAINED by the Council of the City of Suffolk, Virginia as follows:

- Section 1: Except as provided in Section 2 of this ordinance, the City of Suffolk, Virginia, Proposed Annual Operating Budget, Fiscal Year 2014-2015, dated April 2, 2014, and submitted by the City Manager, is approved as the City budget for the fiscal year beginning July 1, 2014, and ending June 30, 2015.
- Section 2: The City Budget shall be subject to transfers authorized by law and to such further amendments by ordinance as the City Council may deem appropriate.
- Section 3: The amount named in the Proposed Annual Operating Budget for the fiscal year beginning July 1, 2014, and ending June 30, 2015, in the following fund amounts totaling \$538,716,817 is hereby appropriated from the revenues of the City for use by the various funds of the City Government referenced in said budget for the said fiscal year. Any appropriation to a specific fund but identified as a revenue source in another fund is specifically designated and restricted for accounting and transfer purposes only and not for any other expenditure from the source fund.

Fund	2014-2015
General Fund	\$ 180,198,458
Capital Projects Fund	56,380,000
Aviation Facilities Fund	1,053,814
Transit System Fund	1,053,621
Downtown Business Overlay District	170,000
Law Library Fund	41,460
Route 17 Special Taxing District	1,300,000
Road Maintenance Fund	25,005,775
Debt Service Fund	27,436,032
Utility Fund	46,716,280
Stormwater Fund	6,139,840
Refuse Services Fund	6,817,756
Grants Fund	674,215
Fleet Management Fund	14,898,056
Information Technology Fund	5,452,162
Risk Management Fund	17,253,728
School Fund	148,125,620
Total Funds Budget	\$ 538,716,817

- Section 4: All payments from funds shall be made in accordance with general law and with the Charter, Code and applicable ordinances and resolutions of the City, except as

otherwise specifically provided herein; provided, however, that payments from the funds appropriated for the support, maintenance and operation of the public free schools of the City shall be made by the City Treasurer upon warrants drawn by the proper officer or officers of the School Board of the City; and provided further that payments from the funds appropriated for expenditures of the Department of Social Services shall be made by the City Treasurer upon presentation of warrants drawn by the Social Services Director and approved by the local Board of Public Welfare.

? Welfare
Advisory
Board

Section 5: The City Council hereby authorizes the issuance and sale of the City's revenue anticipation note or notes (the "Note" or "Notes"), pursuant to Section 15.2-2629 of the Code of Virginia of 1950, as amended (the "Virginia Code"), in the aggregate principal amount of up to \$25,000,000 in anticipation of the collection of the taxes and revenues of the City for the fiscal year ending June 30, 2014. If either the City Manager or City Treasurer deems that the cash flow needs and the financial condition of the City warrant the issuance of a Note or Notes, the City Manager or the City Treasurer (each hereinafter referred to as the "City Representative") is authorized and directed to accept a proposal or proposals for the purchase of the Note or Notes and to approve the terms of the Note or Notes, provided that the aggregate principal amount of the Notes shall not exceed \$25,000,000, none of the Notes shall mature later than June 30, 2015, and no interest rate on any of the Notes shall exceed 7%. The City Representative and the Clerk of the City Council (the "Clerk") are hereby authorized and directed to execute an appropriate negotiable Note or Notes and to affix the seal of the City thereto and such City Representative is authorized and directed to deliver the Note or Notes to the purchaser thereof. The City Representative, and such officers and agents of the City as the City Representative may designate, are hereby authorized and directed to take such further action as they deem necessary regarding the issuance and sale of the Note or Notes and all actions taken by such officers and agents in connection with the issuance and sale of the Note or Notes are ratified and confirmed. In accordance with Section 15.2-2601 of the Virginia Code, the City Council elects to issue the Notes pursuant to the provisions of the Public Finance Act of 1991, Chapter 26, Title 15.2 of the Virginia Code.

Section 6: The City Council hereby authorizes the lease financing of various City vehicles, and equipment essential to the performance of governmental functions as provided for in the adopted Fiscal Year 2014-2015 Operating and Capital Budget. The funds made available under the lease will be deposited with a banking institution pursuant to an Escrow Agreement following a competitive procurement in accordance with the Virginia Public Procurement Act. The City Manager is authorized to execute the lease agreement and financing documents on behalf of the City and the City Clerk shall affix the official seal of the City to the Financing Documents and attest the same.

Section 7: The amounts appropriated by this ordinance shall be expended for the purpose of operating the City government and the public free school system during the 2014-2015 Fiscal Year; and, with the exception of the items the payment of which is fixed by law, shall be expended in such proportions as may be authorized by the City Manager from time to time; provided, however, that the funds appropriated for the support, maintenance and operation of the public free schools of the City shall be

subject to the exclusive control of the School Board of the City, and the School Board may transfer, in its discretion, funds from one category to another, so long as no such transfer results in an expenditure of an amount in excess of the total amount appropriated.

- Section 8: All outstanding encumbrances, by contract or fully executed purchase order, as of June 30, 2014, shall be offset by an equal amount of assigned Fund Balance for expenditure in the subsequent fiscal year; provided, however, that if performance of a contract or purchase order has been substantially completed, an expenditure and estimated liability shall be recorded in lieu of an encumbrance. All appropriations standing on the books of the City at the close of business for the fiscal year ending June 30, 2014 in the amount of \$200,000,000.00 or less that have not been expended or lawfully obligated or encumbered are hereby reappropriated to be used to fund the purposes, programs, or projects for which the funds were appropriated.
- Section 9: The payment and settlement, made during the 2014-2015 Fiscal Year, of any claim of any kind against the City; and final judgments, with interest and costs, obtained against the City during the 2013-2014 Fiscal Year, shall be paid upon the certification of the City Attorney and the order of the City Manager from funds appropriated to the Risk Management Fund; or from the funds appropriated for the expenditures of the Fund involved in the subject matter of the claim or judgment; or from the General Fund; as the City Manager shall find necessary.
- Section 10: Except as otherwise specifically required by law or approved by City Council by resolution: (1) Any salary or wage expenditure, and any expenditure of any kind or description having the effect of a salary or wage payment, shall be made only for service as described in the Personnel Ordinance in a position the description of which is identified in the City Pay and Compensation Plan or which has received prior approval of City Council. (2) Any other expenditure shall be calculated to result in total expenditures within the plan stated in a specific City Budget account, except that transfers of unexpended and unencumbered balances or portions thereof, initiated by a department director and approved by the City Manager, are permitted between accounts; provided, however, that a quarterly report of such transfers shall be submitted to the City Council.
- Section 11: The City Manager is authorized and directed to do all lawful things necessary to implement and administer the City Budget for Fiscal Year 2014-2015.
- Section 12: All ordinances and resolutions, or parts thereof, including but not limited to those dealing with salaries and wages, in conflict with the provisions of this ordinance, to the extent of such conflict are repealed.
- Section 13: This ordinance shall be in effect on and after July 1, 2014, and it shall not be published.

READ AND PASSED: _____

TESTE: _____

Erika S. Dawley, City Clerk

Approved as to form:

Helvi L. Holland, City Attorney

Draft

ORDINANCE NUMBER _____

**AN ORDINANCE LEVYING REAL PROPERTY TAXES FOR THE TAX YEAR
BEGINNING JULY 1, 2014 AND ENDING JUNE 30, 2015**

BE IT ORDAINED by the Council of the City of Suffolk, Virginia, as follows:

- Section 1:
- (a) A tax for the 2014-2015 Tax Year is levied and the rate fixed at \$1.03 per \$100 of assessed valuation of all taxable real property in the City.
 - (b) An additional tax, in addition to those taxes levied in paragraph (a) herein, for the 2014-2015 Tax Year, is levied and the additional rate set at \$.24 per \$100 of assessed valuation of taxable real property in the Route 17 Special Taxing District.
 - (c) An additional tax, in addition to those taxes levied in paragraph (a) herein, for the 2014-2015 Tax Year, is levied and the additional rate set at \$.105 per \$100 of assessed valuation of taxable real property in the Downtown Business Overlay Taxing District.

Section 2: The total tax levy rates of \$1.27 per \$100 of assessed valuation in the Route 17 Special Taxing District, \$1.135 per \$100 of assessed valuation in the Downtown Business Overlay Taxing District and \$1.03 per \$100 of assessed valuation on the City Wide District shall be accounted for as follows:

	City Wide Taxing District Rate per \$100	Route 17 Taxing District Rate per \$100	Downtown Business Overlay Taxing District Rate per \$100
General Fund	\$1.03	\$1.03	\$1.03
Taxing District- Operations and Debt	.00	.24	.105
Total	\$1.03	\$1.27	\$1.135

Section 3: This ordinance shall be effective for the 2014-2015 Tax Year, all prior actions setting the real estate tax rate to the contrary notwithstanding.

Section 4: This ordinance shall be effective on its passage and shall not be published.

READ AND PASSED: _____

TESTE: _____

Erika S. Dawley, City Clerk

Approved as to form:

Helivi L. Holland, City Attorney

DRAFT

ORDINANCE NUMBER _____

**AN ORDINANCE TO LEVY TAXES ON ALL TANGIBLE
PERSONAL PROPERTY NOT EITHER EXEMPT FROM
TAXATION OR OTHERWISE TAXED FOR THE 2014 AND
2015 TAX YEARS**

BE IT ORDAINED by the Council of the City of Suffolk, Virginia:

- Section 1: A tax levy for the tax years beginning January 1, 2014, and January 1, 2015, is fixed at \$4.25 per \$100 of assessed value on all tangible personal property as classified in Virginia Code Sections 58.1-3503, 58.1-3505, and subsections 6, 8, 11, 13, 14, 15, 16, 17, 19, 20, 22, 23, 24, 26, 27, 31, 32, 33, 34, 37, 38, 39, 40 and 41 of Virginia Code Section 58.1-3506(A), unless otherwise exempt from taxation or otherwise taxed.
- Section 2: A tax levy for the tax years beginning January 1, 2014, and January 1, 2015, is fixed at \$3.15 per \$100 of assessed value on all machinery and tools as classified in Virginia Code Section 58.1-3507 and in subsections 7, 9, 21 and 25 of Virginia Code Section 58.1-3506(A), unless otherwise exempt from taxation or otherwise taxed.
- Section 3: A tax levy for the tax years beginning January 1, 2014, and January 1, 2015, is fixed at \$1.50 per \$100 of assessed value on all boats and recreational vehicles, as classified by Virginia Code Section 58.1-3506(A) 1.a., 1.b., 12, 18, 28, 29, 30, 35 and 36.
- Section 4: A tax levy for the tax years beginning January 1, 2014, and January 1, 2015, is fixed at \$0.58 per \$100 of assessed value on all airplanes, as classified by Virginia Code Section 58.1-3506(A) 2, 3, 4 and 5.
- Section 5: A tax levy for the tax years beginning January 1, 2014, and January 1, 2015, is fixed at a basic rate of \$1.03 per \$100 of assessed value; at \$1.27 per \$100 of assessed value in the Route 17 Taxing District; and at \$1.135 in the Downtown Business Overlay Taxing District on all mobile homes, as classified by Virginia Code Section 58.1-3506 (A) 10.
- Section 6: Certain farm animals, certain grains, agricultural products, farm machinery, farm implements and equipment as classified by Virginia Code Section 58.1-3505 A.1 through 10 shall be exempt from personal property taxation as provided for by Virginia Code Section 58.1-3505 B.
- Section 7: That State Code references in Sections 1 – 6 of this ordinance shall be taken to refer to the equivalent provisions in any 2014 amendments by the General

Assembly made prior to the effective date of this ordinance.

Section 8: This ordinance shall be effective on its passage for the 2014 and 2015 tax years and shall not be published.

READ AND PASSED: _____

TESTE: _____
Erika S. Dawley, City Clerk

Approved as to form:

Helivi L. Holland, City Attorney

Draft

ORDINANCE NUMBER _____

AN ORDINANCE ADOPTING A FEE SCHEDULE FOR THE CITY OF SUFFOLK

BE IT ORDAINED by the Council of the City of Suffolk, Virginia:

Section 1: That the Fee Schedule for the City of Suffolk, as attached hereto and incorporated herein by reference, is hereby approved, as provided in City Code Sections 2-587(a), 6-111(b), 6-238, 6-302(a), 6-338, 6-392(a), 10-37(c), 10-41(b), 10-73, 10-152, 10-259, 10-261(b), 10-183, 18-58(a), 18-137, 18-192(a), 18-248, 30-53(b), 30-55(b), 30-83(e)(7)and(f), 30-85(b), 30-86(a), 30-87(a)(3),(h)(2),and(i)(6)(b)and(l), 30-88(a)and(d), 30-90(a),(c)and(d)(1)and(2),(f),(g),(h)and(j), 30-93(b), 30-94(c)(1), 30-95(a)(1), 30-96(d), Appendix B(B-1(b)) of the Unified Development Ordinance, 34-36, 34-322(b), 34-362(a), 34-365, 38-144(a)(2), 46-1(b)(1), 54-121(d), 54-123(b), 62-33(b), 62-111(e), 62-112(d), 62-113(a), 62-166, 74-111, 74-288, 74-332, 82-36(b), 82-72(a),(c)and(d), 82-481(d), 82-482(d), 82-681(a)and(b), 82-741, 82-742, 82-743, 82-828, 86-205(b), 86-235(b), 86-362, 86-355, 86-462, 90-75(a), 90-102(a)(2)and(b), 90-103, 90-128(a),(b)and(c), 90-129, 90-131(2), 90-135, 90-164, 90-212(d)(2)(a)and(d)(4)(b), 90-214(a), 90-258, 90-349(1)and(2), 90-356(a),(b)and(c), 90-357, 90-426, 90-451, 90-520(h), 94-64, 94-98, and 94-130.

Section 2: This ordinance shall be effective on and after July 1, 2014 and thereafter and shall not be published.

READ AND PASSED: _____

TESTE: _____

Erika S. Dawley, City Clerk

Approved as to Form:

Helivi L. Holland, City Attorney

CITY OF SUFFOLK
 FEE SCHEDULE
 FISCAL YEAR 2014-2015

Fees	Fiscal Year 2013-2014	Fiscal Year 2014-2015
AIRPORT		
Multi Engine T-Hanger (monthly)*	299.00	299.00
Single Engine T-Hanger (monthly)*	229.00	229.00
Large T-Hanger Storage Room (monthly)*	89.00	89.00
Small T-Hanger Storage Room (monthly)*	69.00	69.00
Overnight T-Hanger	35.00	35.00
Overnight Tie Down (waived with fuel fill up)	10.00	10.00
Monthly Single Engine Tie Down*	25.00	25.00
Monthly Multi Engine Tie Down*	25.00	25.00
Jet Starter Service (per hour)	25.00	25.00
Service After Normal Business Hours (call in)*	100.00	100.00
Airport Use Fees	250.00/Day	250.00/Day
Mark-up on Fuel Sales **	Average for all prices 30% (projected)	Average for all prices 30% (projected)
* Prices consistent with neighboring airports.		
** This amount fluctuates depending on our competition		
ASSESSOR		
Copies (KB System)	1.00	1.00
Custom query, tape, CD-ROM (material plus programmers time) (per minute)	Cost	Cost
Land Use Revalidation Fee	50.00	50.00
Land Use Application	50.00	50.00
Land Use Application Late Fee	100.00	100.00
Rehabilitated Structure Application Fee	20.00	50.00
CLERK OF THE CIRCUIT COURT		
Commonwealth's Attorney (misdemeanor)	7.50	7.50
Commonwealth's Attorney (felony)	20.00	20.00
Sheriff's Service	12.00	12.00
Transfer of Real Estate (per parcel)	1.00	1.00
City Grantee	1/3 of state	1/3 of state
City Wills and Administration	1/3 of state	1/3 of state
Law Library	4.00	4.00
Grantor (per \$500.00 value)	0.25	0.25
Courthouse Maintenance	2.00	2.00
Jail Admission Fee	25.00	25.00
Courthouse Security Fee	10.00	10.00
Blood Test/DNA	12.50	12.50
Local Interest	varies	varies
Local Fines	varies	varies
Local Jury Fees	\$30/day/juror	\$30/day/juror
Court Appointed Attorney Fees	varies	varies
Miscellaneous - Local Cost (CWP)	35.00	35.00
List of Heirs or Affidavit	25.00	25.00
Local Health Care Fund	25.00	25.00
Transfer/entry fee-Real Estate - Deeds of Partition	1.75	1.75
COURT SERVICES UNIT		
Parental contribution toward cost of local group home placement	1/2 of child support guidelines amount	1/2 of child support guidelines amount
FIFTH JUDICIAL DISTRICT COMMUNITY CORRECTIONS PROGRAM		
Offenders referred from a court in the Fifth District (Suffolk, Franklin, Isle of Wight, and Southampton)	100.00	100.00
Offenders referred from a court within the Fifth District and can provide documentation showing SSI, disability, or welfare benefits	25.00	25.00
Offenders transferred out to a CCP in another jurisdiction	25.00	25.00
Offenders transferred into the Fifth District from a CCP in another jurisdiction	25.00	25.00

CITY OF SUFFOLK
 FEE SCHEDULE
 FISCAL YEAR 2014-2015

Fees	Fiscal Year 2013-2014	Fiscal Year 2014-2015
FINANCE		
Child Support Processing Fees	\$5.00/per Child Support Order (per pay)	\$5.00/per Child Support Order (per pay)
Garnishment Processing Fees	\$5.00/per Garnishment Order (per pay)	\$5.00/per Garnishment Order (per pay)
Payroll History Report/Check Reprint Processing Fees	\$5.00 per request	\$5.00 per request
W-2 Re-issuance Processing Fees	\$5.00 per request	\$5.00 per request
Miscellaneous Bills	One time penalty of 10% up to 10.00	One time penalty of 10% up to 10.00
Miscellaneous Bills	Annual interest of 10%	Annual interest of 10%
FIRE & RESCUE		
Plans Review	50.00	50.00
On-Site Inspection		
Hazardous Materials Response	Responsible Party Billed	Responsible Party Billed
Relocation of up to 20 sprinkler heads	50.00	50.00
Hood/Extinguishing Systems	50.00	50.00
Underground Tank Installation and Removal	50.00 (each additional tank 20.00)	50.00 (each additional tank 20.00)
Re-Inspection Fee		
All systems failing initial testing shall be charged a re-testing fee. This fee shall include all "no-shows" or cancellations without a 24 hour notice	50.00	50.00
Reports		
Incident or Computer Generated Reports	6.00	6.00
General		
Special inspection fee, after hours, weekends, holidays	40.00 per hour/per person	40.00 per hour/per person
Special event stand-by	25.00 per hour/per person	25.00 per hour/per person
Burn Permit (Requirements must be met)		
Residential	No Charge	No Charge
Commercial	150.00	150.00
Alarm Registration	25.00 per year	25.00 per year
False Alarms (within 180 days)		
First False Alarm	No Charge unless malicious act	No Charge unless malicious act
Second False Alarm	50.00	50.00
Third False Alarm	100.00	100.00
Additional False Alarms	200.00	200.00
Emergency Medical Services		
Basic Life Support (BLS)	400.00	400.00
Advanced Life Support Level I (ALS I)	650.00	650.00
Advanced Life Support Level II (ALS II)	800.00	800.00
Loaded Patient Mileage (LPM)	10.00 per mile	10.00 per mile
Apparatus Use Fee		
Ambulance	30.00 per hour	30.00 per hour
Engine	75.00 per hour	75.00 per hour
Ladder	125.00 per hour	125.00 per hour
Re-Hab	50.00 per hour, plus supplies used	50.00 per hour, plus supplies used
Emergency Communication Unit	75.00 per hour	75.00 per hour
Personnel		
Firefighter	25.00 per hour/per person	25.00 per hour/per person
Firefighter/Medic	30.00 per hour/per person	30.00 per hour/per person
Supervisor	35.00 per hour/per person	35.00 per hour/per person
GENERAL		
Annual Operating Budget	Cost for reproducing	Cost for reproducing
Capital Improvement Budget and Plan	Cost for reproducing	Cost for reproducing
Comprehensive Annual Financial Report	Cost for reproducing	Cost for reproducing
Copies (photo) (black and white) (each)	0.25	0.25
Copies (photo) (color) (each)	0.45	0.45
Printed Materials	Cost	Cost
Vehicle License Fees-Vehicles under 4,000 pounds	26.00	26.00
Vehicle License Fees-Vehicles 4001-10,000 pounds	30.00	30.00
Vehicle License Fees-Vehicles 10,001-25,000 pounds	35.00	35.00
Vehicle License Fees-Vehicles 25,001-40,000 pounds	60.00	60.00
Vehicle License Fees-Vehicles 40,001-55,000 pounds	80.00	80.00
Vehicle License Fees-Vehicles 55,001-70,000 pounds	125.00	125.00
Vehicle License Fees-Vehicles 70,001-99,999 pounds	150.00	150.00
Motorcycle License Fees-Motorcycles 0-99,999 pounds	24.00	24.00
Trailer License Fees-Trailers 0-10,000 pounds	6.00	6.00
Trailer License Fees-Trailers 10,001-99,999 pounds	22.00	22.00

CITY OF SUFFOLK
 FEE SCHEDULE
 FISCAL YEAR 2014-2015

Fees	Fiscal Year 2013-2014	Fiscal Year 2014-2015
GENERAL DISTRICT COURT		
Fines & Forfeitures	varies	varies
Sheriff's Fees	12.00	12.00
Court Appointed Attorneys	120.00	120.00
Court House Maintenance Fees	10.00	10.00
Jail Admission Fee	25.00	25.00
GEOGRAPHIC INFORMATION SYSTEM		
Digital Map Data		
Topographic Data (File Set)	\$500.00/set or \$100/per layer	\$500.00/set or \$100/per layer
Orthophotography (Single Image)	\$7851.00 (High Resolution)/\$3821 (DTM)	\$7851.00 (High Resolution)/\$3821 (DTM)
Base Map (File Set)	\$500.00/set or \$100/per layer	\$500.00/set or \$100/per layer
Planimetrics (File Set)	\$500.00/set or \$100/per layer	\$500.00/set or \$100/per layer
Zoning (File Set)	\$500.00/set or \$100/per layer	\$500.00/set or \$100/per layer
8.5" x 11" (ANSI A)	\$3.00	\$3.00
11" x 17" (ANSI B)	\$5.00	\$5.00
17" x 22" (ANSI C)	\$10.00	\$10.00
22" x 34" (ANSI D)	\$10.00	\$10.00
24" x 48" or 24" x 60"	\$12.00	\$12.00
34" x 44" (ANSI E)	\$15.00	\$15.00
36" x 60" or 36" x 72"	\$15.00	\$15.00
Entire City Basemap	\$25.00	\$25.00
Entire City Aerial Image	\$50.00	\$50.00
Specialized Map Services		
Special Map Production Services (Per Hour)	65.00	65.00
Specialized Data Analysis Services (Per Hour)	65.00	65.00
Individual Orthophotography Tiles		
1-5 tiles	100.00/tile	100.00/tile
6 - 10 tiles	50.00/tile	50.00/tile
* The Historic Commission decided that those who did the work without prior approval should pay a higher fee.		
** Sub-division fee: Fee is consistent with zoning determination fee.		
*** Funds collected through fee in lieu of mitigation would be pooled together from other various individual projects to allow for larger future wetlands mitigation projects for City/Wetlands board in the watershed.		
HUMAN RESOURCES		
COBRA administration	2% of monthly premium	2% of monthly premium
JUVENILE AND DOMESTIC RELATIONS COURT		
Fines and Forfeitures	Varies	Varies
Sheriff's Fees	12.00	12.00
Court Appointed Attorney	120.00	120.00
Courthouse Maintenance	2.00	2.00
Local Interest	Varies	Varies
Jail Admission Fee	25.00	25.00
Courthouse Security Fee	10.00	10.00
LIBRARY		
Printer and Photocopier-Black and White (per sheet)	0.00	0.20
Printer and Photocopier-Color (per sheet)	0.00	0.40
Microfilm Copies - Black & White(each)	0.25	0.00
Microfilm Copies - Color(each)	0.45	0.00
Public Internet Copies (black and white) (each)	0.25	0.00
Public Internet Copies (color) (each)	0.45	0.00
Reference Copies (photo) (black and white) (each)	0.25	0.00
Reference Copies (photo) (color) (each)	0.45	0.00
Lost Card	2.00	2.00
Lost Book/Materials	Cost of Book/Material	Cost of Book/Material
Lost/Damaged Barcode, RFID Tag, Case, Cover, Artwork or Spine Label	0.00	5.00
Lost Bar Code	0.50	0.00
Lost RFIDtag	0.75	0.00
Lost Spint Label	0.50	0.00
Lost Tape or CD	7.00 per disc/tape	Cost of Replacement Tape or CD
Meeting Room Non-Profit (first two hours)	47.00	0.00
Additional Hours	19.00	0.00

CITY OF SUFFOLK
 FEE SCHEDULE
 FISCAL YEAR 2014-2015

Fees	Fiscal Year 2013-2014	Fiscal Year 2014-2015
Meeting Room Public/Civic Groups	10.00/hour or part thereof	0.00
Profit Making Applicants (first two hours)	150.00	0.00
Additional Hours	50.00	0.00
Ear buds for use at public PCs	6.00	0.00
CDs for public PCs	2.00 ea.	0
Thumb Drives for public PCs	10.00 ea.	0
Floppy Discs for public PCs	2.00 ea.	0
Interlibrary Loan	5.00 per request	0
Guest Pass-Internet Usage (good for one week)	5.00	0.00
NC Non-resident cards	30.00 per year	0.00
PARKS AND RECREATION		
Athletic Registration Fees		
Adult Flag Football - Spring & Fall Leagues	320.00	320.00
Adult Kickball	220.00	220.00
Adult Volleyball	0.00	200.00
Adult Softball League		
Men's Division	350.00	350.00
Women's Division	300.00	300.00
Adult Basketball League (per team)	320.00	320.00
Late Fee	10.00	15.00
Youth Basketball (per participant) Novice-Junior	60.00	60.00
Lil' Dribblers	30.00	40.00
Youth Cheerleading	60.00	60.00
Youth Soccer (per participant) Novice-Junior	60.00	60.00
Lil' Kickers	30.00	40.00
Ball Fields (Tournaments)		
Rental of Ball fields with Lights (half day)	60.00	60.00
Rental of Ball fields with Lights (full day)	115.00	115.00
Rental of Ball fields without Lights (half day)	40.00	40.00
Rental of Ball fields without Lights (full day)	65.00	65.00
Facilities and Parks		
Bennett's Creek Park		
Picnic Shelter		
Full Day	75.00	75.00
Stage	0.00	300.00 per day
Constant's Wharf Park and Marina		
Compass Rose/Boardwalk (Weddings Only) Deposit	150.00	150.00
Compass Rose/Boardwalk (Weddings Only) Per Hour	150.00	150.00
Marina Slips		
Daily Rate with Electricity		
0-24 Feet	25.00	25.00
25-34 Feet	35.00	35.00
35-44 Feet	45.00	45.00
45-54 Feet	55.00	55.00
Monthly Rate with Electricity		
0-24 Feet	120.00	120.00
25-34 Feet	140.00	140.00
35-44 Feet	160.00	160.00
45-54 Feet	180.00	180.00
Daily Rate without Electricity		
0-24 Feet	100.00	100.00
25-34 Feet	120.00	120.00
35-44 Feet	140.00	140.00
45-54 Feet	160.00	160.00
Monthly Rate without Electricity		
0-24 Feet	100.00	100.00
25-34 Feet	120.00	120.00
35-44 Feet	140.00	140.00
45-54 Feet	160.00	160.00
Lake Kennedy Park Shelter	75.00	75.00
Cypress Park Shelter	75.00	75.00
Cypress Park Pool (Rental)		
Deposit	150.00	150.00
2-hour rental	35.00 per hour	35.00 per hour
Group Swim	35.00 per hour	35.00 per hour

CITY OF SUFFOLK
 FEE SCHEDULE
 FISCAL YEAR 2014-2015

Fees	Fiscal Year 2013-2014	Fiscal Year 2014-2015
Birthday Parties		
1 to 25 Patrons	35.00 per hour/ 2 hour max	35.00 per hour/ 2 hour max
26 to 50 Patrons	50.00 per hour/ 2 hour max	50.00 per hour/ 2 hour max
51 to 100 Patrons	100.00 per hour/ 2 hour max	100.00 per hour/ 2 hour max
Recreation Center Membership		
Membership Fees		
Youth (7-17 years) - Per Year	10.00	10.00
Adults (18 and older) - Per Year	20.00	20.00
Seniors (55 and older) - Per Year	5.00	5.00
Visitor Pass	5.00	5.00
Replacement Card	10.00	10.00
Fitness Room (must have membership ID) - Per Month		
Fitness Room (Seniors) - Per Month	5.00	5.00
Fitness Room (Adults -18 & up) - Per Month	10.00	10.00
Fitness Room (Teens-16 & 17 Yrs Old) - Per Month	7.00	7.00
Non-Membership Fee	0.00	5.00
Recreation Center Rentals		
Gymnasium: Must be out by 8p (minimum 4 hour rental)		
Non-commercial Events		
Hourly Rate	65.00/hr	65.00/hr
Commercial Events (w/fee or admission)		
Hourly Rate	75.00/hr	75.00/hr
Deposit on All Rentals	150.00	150.00
Late Fee (per 15 minutes) for not vacating rental on time	25.00 per 15 minutes	25.00 per 15 minutes
Multipurpose Room		
Resident hourly rental rate (minimum 2 hour rental)	25.00 per hour	25.00 per hour
Non-resident hourly rental rate (min 2 hour rental)	35.00 per hour	35.00 per hour
Conference Room		
Resident hourly rental rate (minimum 2 hour rental)	25.00 per hour	25.00 per hour
Non-resident hourly rental rate (min 2 hour rental)	35.00 per hour	35.00 per hour
Lake Meade Park and Tennis Complex		
Picnic Shelter		
Full day	75.00	75.00
Tennis Ball Machine	10.00 per hour	10.00 per hour
Dog Park Membership (Annual Membership)	10.00	10.00
Lone Star Lakes Lodge		
Deposit	150.00	0.00
Resident hourly rental rate (minimum 4-hour rental)	50.00 per hour	0.00
Non-resident hourly rental rate (minimum 4-hour rental)	70.00 per hour	0.00
Late Fee (per 15 minutes) for not vacating rental on time	25.00 per 15 minutes	0.00
Lone Star Lakes Park		
Canoe Rentals (maximum of 6 canoes available)	25.00 per canoe	25.00 per canoe
National Guard Armory		
Rental Period: 8:00 a.m. to midnight		
Deposit	150.00	150.00
Non-Commercial Events		
Resident hourly rental rate (minimum 4-hour rental)	150.00 per hour	150.00 per hour
Non-resident hourly rental rate (minimum 4-hour rental)	200.00 per hour	200.00 per hour
Late Fee (per 15 minutes) for not vacating rental on time	25.00 per 15 minutes	25.00 per 15 minutes
Commercial Events		
Resident hourly rental rate (minimum 4-hour rental)	200.00 per hour	200.00 per hour
Non-resident hourly rental rate (minimum 4-hour rental)	300.00 per hour	300.00 per hour
Late Fee (per 15 minutes) for not vacating rental on time	25.00 per 15 minutes	25.00 per 15 minutes
Special Event Application Fee		
Non-Profit/For-Profit	50.00	50.00
Planters Club		
Rental Period: 8:00 a.m. to Midnight		
Deposit	150.00	150.00
Resident hourly rental rate (minimum 4-hour rental) Mon - Thurs	125.00 per hour/ Res.	125.00 per hour/ Res.
Non-resident hourly rental rate (minimum 4-hour rental) Mon - Thurs	200.00 per hour/ Non Res.	200.00 per hour/ Non Res.
Resident hourly rental rate (minimum 4-hour rental) Fri - Sun	225.00 per hour/ Res.	225.00 per hour/ Res.
Non-resident hourly rental rate (minimum 4 hour rental) Fri - Sun	300.00 per hour/ Non Res.	300.00 per hour/ Non Res.
Late Fee (per 15 minutes) for not vacating rental on time	25.00 per 15 minutes	25.00 per 15 minutes

CITY OF SUFFOLK
 FEE SCHEDULE
 FISCAL YEAR 2014-2015

Fees	Fiscal Year 2013-2014	Fiscal Year 2014-2015
Suffolk Art Gallery		
Deposit	150.00	150.00
Late fee per 15 mins. for not vacating on time	25.00 per 15 minutes	25.00 per 15 minutes
Non-Commercial events		
Hourly Rate	25.00/hr	25.00/hr
Commercial events		
Hourly Rate	35.00/hr	35.00/hr
Sleepy Hole Park		
Picnic Shelter #1-8 & 10-12 Full Day	75.00	75.00
Picnic Shelter #9 Full Day	125.00	125.00
Picnic Pack	25.00	25.00
Whaleyville Community Center		
Deposit	150.00	150.00
Resident hourly rental rate (minimum 4-hour rental) Includes Kitchen and use of Ice Machine	50.00 per hour/Res	50.00 per hour/Res
Non-resident hourly rental rate (minimum 4-hour rental)	70.00 per hour/Non Res	70.00 per hour/Non Res
Late Fee (per 15 minutes) for not vacating rental on time	25.00 per 15 minutes	25.00 per 15 minutes
Custodial Fees (all rental facilities)	10.50 to 16.00 per hour	10.50 to 16.00 per hour
Security Services (Suffolk Police Officers)	30.00 per hour per officer	30.00 per hour per officer
Fee Based Activities	As noted in Leisure Guide	As noted in Leisure Guide
Maintenance		
Equipment		
Mobile Bleachers - Per Day	200.00	200.00
Tents - Per Day		
10 x 10	125.00	125.00
20 x 20	200.00	200.00
Platforms - Per Day		
Risers	0.00	50.00 ea. per day (up to 6)
Steps	0.00	25.00 per day
4 x 8	25.00	25.00
Tables	6.00	6.00
Folding Chairs (each)	1.00	1.00
Unless Otherwise Noted, Non Resident Fees	25% above resident fees	25% above resident fees
Ground Maintenance		
Grave Space - Single Lot	800.00	800.00
Grave Opening		
over 10 years of age - weekdays	850.00	850.00
over 10 years of age - Saturday	1,050.00	1,050.00
over 10 years of age - Sunday/Holiday	1,050.00	1,050.00
age 1-10 - weekdays	260.00	260.00
age 1-10 - Saturday	680.00	680.00
age 1-10 - Sunday/Holiday	860.00	860.00
infant under 1 - weekdays	140.00	140.00
infant under 1 - Saturday	560.00	560.00
infant under 1 - Sunday/Holiday	800.00	800.00
Cremation (urn burial)	400.00	400.00
Scatter Garden - Scattering of Ashes	100.00	100.00
Scatter Garden - Memorial /Plaque Engraving	225.00	225.00
Funeral after 4:00 pm in addition to above cost	100.00	100.00
PLANNING AND COMMUNITY DEVELOPMENT		
PLANNING		
Rezoning Requests	800.00 plus 40.00 acre	800.00 plus 40.00 acre
Conditional Rezoning Requests	1,000 plus 40.00 acre	1,000 plus 40.00 acre
Conditional Use Permits	800.00 plus 20.00 acre	800.00 plus 20.00 acre
Comprehensive Plan Amendment	1,000.00	1,000.00
Comprehensive Plan Consistency Review	250.00	250.00
Subdivision Variance Requests	500.00	500.00
Wetlands Board	250.00	250.00
Wetlands Board After the Fact	300.00	300.00
Chesapeake Bay Preservation Area Special Exception Request (Administrative)	50.00	50.00

CITY OF SUFFOLK
 FEE SCHEDULE
 FISCAL YEAR 2014-2015

Fees	Fiscal Year 2013-2014	Fiscal Year 2014-2015
Chesapeake Bay Preservation Area Special Exception Request (Planning Commission)	250.00	250.00
Historic and Cultural Review - Additions	150.00	150.00
Historic and Cultural Review - New Construction	150.00	150.00
Historic and Cultural Review - Administration	35.00	35.00
Historic and Cultural Review - After the Fact	250.00	250.00
Historic and Cultural Review - Administration After the Fact*	70.00	70.00
Borrow Pit Fees	100.00	100.00
Per cubic yard removed semi-annually	0.23	0.23
<i>Street Name Change Request</i>	325.00	325.00
Street Abandonment	100.00	100.00
Encroachment Permits	100.00	100.00
Minor Subdivision	300.00	300.00
Family Transfer	300.00	300.00
Preliminary Plat Fee (per lot)	50.00 with 300.00 minimum	50.00 with 300.00 minimum
Final Plat Fee (per lot)	30.00 with 200.00 minimum	30.00 with 200.00 minimum
Subdivision Engineering Plan Review	40.00 per lot with 200.00 minimum	40.00 per lot with 200.00 minimum
Subdivision Engineering Plan Review Revisions	150.00	150.00
Subdivision Determination**	90.00	90.00
Site Plan Review (excludes 1 & 2 family dwelling)	600.00	600.00
plus per acre	60.00	60.00
Site Plan Review - additional revisions (per submittal)	150.00	150.00
Site Plan Waiver Request	50.00	50.00
Maps (each) Printed Map Products	5.00	5.00
Maps-Specialized Map Production Services	50.00 Hour	50.00 Hour
Aerial Photographs		
1" = 1000'	0.25	0.25
1" = 1600" Base map set	50.00	50.00
Unified Development Ordinance	Cost	Cost
Comprehensive Plan	60.00	60.00
Geodetic Control Network Book	25.00	25.00
Geodetic Control Network Book - Supplement	10.00	10.00
Wetland Mitigation Fee In-Lieu***	1% over market rate to purchase credits in an approved tidal wetlands bank	1% over market rate to purchase credits in an approved tidal wetlands bank
COMMUNITY DEVELOPMENT		
Minimum	50.00	50.00
State Levy	2.00%	2.00%
Extra Inspection Trips (each)	50.00	50.00
Penalty for Working Without Permits		
Construction Cost		
\$1 - 50,000	250.00	250.00
50,001 - 100,000	500.00	500.00
100,001 - 150,000	1,000.00	1,000.00
150,001 - 250,000	2,000.00	2,000.00
250,001 - 750,000	4,000.00	4,000.00
over 750,000	5,000.00	5,000.00
Electrical Permits (new service, temporary service & service changes)		
Minimum	50.00	50.00
State Levy	2.00%	2.00%
1 - 50 amps		
Single Phase Fee (new)	50.00	50.00
Single Phase Fee (change)	50.00	50.00
Three Phase Fee (new)	50.00	50.00
Three Phase Fee (change)	50.00	50.00
50 - 100 amps		
Single Phase Fee (new)	50.00	50.00
Single Phase Fee (change)	50.00	50.00
Three Phase Fee (new)	70.00	70.00
Three Phase Fee (change)	50.00	50.00
101 - 150 amps		
Single Phase Fee (new)	75.00	75.00
Single Phase Fee (change)	50.00	50.00
Three Phase Fee (new)	105.00	105.00
Three Phase Fee (change)	60.00	60.00

CITY OF SUFFOLK
 FEE SCHEDULE
 FISCAL YEAR 2014-2015

Fees	Fiscal Year 2013-2014	Fiscal Year 2014-2015
151 - 200 amps		
Single Phase Fee (new)	100.00	100.00
Single Phase Fee (change)	60.00	60.00
Three Phase Fee (new)	140.00	140.00
Three Phase Fee (change)	80.00	80.00
201 - 250 amps		
Single Phase Fee (new)	125.00	125.00
Single Phase Fee (change)	75.00	75.00
Three Phase Fee (new)	175.00	175.00
Three Phase Fee (change)	100.00	100.00
251 - 300 amps		
Single Phase Fee (new)	150.00	150.00
Single Phase Fee (change)	90.00	90.00
Three Phase Fee (new)	210.00	210.00
Three Phase Fee (change)	120.00	120.00
301 - 350 amps		
Single Phase Fee (new)	175.00	175.00
Single Phase Fee (change)	105.00	105.00
Three Phase Fee (new)	245.00	245.00
Three Phase Fee (change)	140.00	140.00
351 - 400 amps		
Single Phase Fee (new)	200.00	200.00
Single Phase Fee (change)	120.00	120.00
Three Phase Fee (new)	280.00	280.00
Three Phase Fee (change)	160.00	160.00
401 - 450 amps		
Single Phase Fee (new)	225.00	225.00
Single Phase Fee (change)	135.00	135.00
Three Phase Fee (new)	315.00	315.00
Three Phase Fee (change)	180.00	180.00
451 - 500 amps		
Single Phase Fee (new)	250.00	250.00
Single Phase Fee (change)	150.00	150.00
Three Phase Fee (new)	350.00	350.00
Three Phase Fee (change)	200.00	200.00
501 - 550 amps		
Single Phase Fee (new)	275.00	275.00
Single Phase Fee (change)	165.00	165.00
Three Phase Fee (new)	385.00	385.00
Three Phase Fee (change)	220.00	220.00
551 - 600 amps		
Single Phase Fee (new)	300.00	300.00
Single Phase Fee (change)	180.00	180.00
Three Phase Fee (new)	420.00	420.00
Three Phase Fee (change)	240.00	240.00
601 - 650 amps		
Single Phase Fee (new)	325.00	325.00
Single Phase Fee (change)	195.00	195.00
Three Phase Fee (new)	455.00	455.00
Three Phase Fee (change)	260.00	260.00
651 - 700 amps		
Single Phase Fee (new)	350.00	350.00
Single Phase Fee (change)	210.00	210.00
Three Phase Fee (new)	490.00	490.00
Three Phase Fee (change)	280.00	280.00
701 - 750 amps		
Single Phase Fee (new)	375.00	375.00
Single Phase Fee (change)	225.00	225.00
Three Phase Fee (new)	525.00	525.00
Three Phase Fee (change)	300.00	300.00
751 - 800 amps		
Single Phase Fee (new)	400.00	400.00
Single Phase Fee (change)	240.00	240.00
Three Phase Fee (new)	560.00	560.00
Three Phase Fee (change)	320.00	320.00

CITY OF SUFFOLK
 FEE SCHEDULE
 FISCAL YEAR 2014-2015

Fees	Fiscal Year 2013-2014	Fiscal Year 2014-2015
801 - 850 amps		
Single Phase Fee (new)	425.00	425.00
Single Phase Fee (change)	255.00	255.00
Three Phase Fee (new)	595.00	595.00
Three Phase Fee (change)	340.00	340.00
851 - 900 amps		
Single Phase Fee (new)	450.00	450.00
Single Phase Fee (change)	270.00	270.00
Three Phase Fee (new)	630.00	630.00
Three Phase Fee (change)	360.00	360.00
901 - 950 amps		
Single Phase Fee (new)	475.00	475.00
Single Phase Fee (change)	285.00	285.00
Three Phase Fee (new)	665.00	665.00
Three Phase Fee (change)	380.00	380.00
951 - 1,000 amps		
Single Phase Fee (new)	500.00	500.00
Single Phase Fee (change)	300.00	300.00
Three Phase Fee (new)	700.00	700.00
Three Phase Fee (change)	400.00	400.00
1,001 - 1,050 amps		
Single Phase Fee (new)	525.00	525.00
Single Phase Fee (change)	315.00	315.00
Three Phase Fee (new)	720.00	720.00
Three Phase Fee (change)	410.00	410.00
1,051 - 1,100 amps		
Single Phase Fee (new)	550.00	550.00
Single Phase Fee (change)	330.00	330.00
Three Phase Fee (new)	740.00	740.00
Three Phase Fee (change)	420.00	420.00
1,101 - 1,150 amps		
Single Phase Fee (new)	575.00	575.00
Single Phase Fee (change)	345.00	345.00
Three Phase Fee (new)	760.00	760.00
Three Phase Fee (change)	430.00	430.00
1,151 - 1,200 amps		
Single Phase Fee (new)	600.00	600.00
Single Phase Fee (change)	360.00	360.00
Three Phase Fee (new)	780.00	780.00
Three Phase Fee (change)	440.00	440.00
Over 1,200 amps		
Single Phase Fee (new)	600.00 plus 25 per 50 amps after	600.00 plus 25 per 50 amps after
Single Phase Fee (change)	360 plus 15 per 50 amps after	360 plus 15 per 50 amps after
Three Phase Fee (new)	780.00 plus 20 per 50 amps after	780.00 plus 20 per 50 amps after
Three Phase Fee (change)	440 plus 10 per 50 amps after	440 plus 10 per 50 amps after
Electrical Permits (additions and repairs)		
0 - 30 amps (per circuit)	4.00	4.00
31 - 60	5.00	5.00
61 - 100	7.00	7.00
101 - 200	15.00	15.00
over 200 amps	20.00	20.00
Pool Grounding	55.00	55.00
Repair Wiring, Apparatus, Fixtures	50.00	50.00
Plumbing Permits		
Minimum	50.00	50.00
State Levy	2.00%	2.00%
Each Fixture, Floor Drain, or Trap	7.00	7.00
Each Sewer (sanitary and storm)	7.00	7.00
Each Sewer Replaced or Repaired	35.00	35.00
Each Manhole	7.00	7.00
Each Roof Drain	7.00	7.00
Each Area Drain	7.00	7.00
Each Water Heater	7.00	7.00
Each Water Line (New Residential)	7.00	7.00
Each Water Line (Existing Residential)	35.00	35.00
Each Water Line (Commercial)	100.00	100.00
Each Sewer Line (Commercial)	100.00	100.00

CITY OF SUFFOLK
 FEE SCHEDULE
 FISCAL YEAR 2014-2015

Fees	Fiscal Year 2013-2014	Fiscal Year 2014-2015
Backflow Preventer	7.00	7.00
Mechanical and Gas Permits		
Minimum	50.00	50.00
State Levy	2.00%	2.00%
New Construction for all mechanical apparatus		
\$0 - 3,000	50.00	50.00
3,001 - 4,000	50.00	50.00
4,001 - 5,000	50.00	50.00
5,001 - 6,000	55.00	55.00
continue at \$6.00/\$1,000 value of fraction thereof		
Replacement, Alterations, Repairs and Additions		
\$0 - 4,000	50.00	50.00
4,001 - 5,000	55.00	55.00
5,001 - 6,000	55.00	55.00
continue at \$6.00/\$1000 value of fraction thereof		
LPG Tanks and Associated Piping		
0 - 2,000 gallons	50.00	50.00
over 2,000	50.00 plus \$4.00/10,000 gallons	50.00 plus \$4.00/10,000 gallons
Flammable Liquid Tanks and Associated Piping		
0 - 50,000 gallons	50.00	50.00
over 50,000	50.00 plus \$6.00/25,000 gallons	50.00 plus \$6.00/25,000 gallons
Fuel Piping Outlet Each	50.00	50.00
Plan Review		
All Structures		
0 - 2,499 square feet	75.00	75.00
2,500 - 5,000	100.00	100.00
5,000 - 10,000	125.00	125.00
10,001 - 30,000	175.00	175.00
30,001 - 50,000	250.00	250.00
50,001 - 100,000	300.00	300.00
Above 100,000	350.00	350.00
Moving		
Out of City to In City	525.00	525.00
In City to Out of City	275.00	275.00
Within City	275.00	275.00
Through City	100.00	100.00
Accessory Structures		
0 - 100 square feet	50.00	50.00
101 - 300	50.00	50.00
301 - 600	65.00	65.00
Demolition		
One to Two Family Residences	55.00	55.00
Any Residential Accessory Structure	50.00	50.00
All Other Buildings		
0 - 60,000 square feet	100.00	100.00
over 60,000	\$25/15,000 sq.ft.	\$25/15,000 sq.ft.
Sign Fees		
In Addition to Minimum Permit Fee		
1 - 40	50.00	50.00
41 - 80	55.00	55.00
over 80	65.00	65.00
Elevator Compliance Card	50.00	50.00
Amusement Ride Inspection		
Kiddie Ride	15.00	15.00
Major Ride	25.00	25.00
Spectacular Ride	45.00	45.00
Cross Connection Inspection	50.00	50.00
Private Piers, Greenhouses, and Walls		
\$1 - 2,200	50.00	50.00
over 2,200	\$2.00/\$100 value	\$2.00/\$100 value
Miscellaneous Fees		
Mobile Homes	50.00	50.00
Modular Classroom Units	55.00	55.00
Tents	50.00	50.00
Chimneys	50.00	50.00
Free Standing Fireplaces/Wood Stoves	50.00	50.00
Stationary Fireplaces	50.00	50.00
Temporary Power Release Inspection	60.00	60.00
Temporary Use Permit Fee	35.00	35.00
Swimming Pools		
\$1 - 2,200	50.00	50.00
over 2,200	\$1.00/\$100 value	\$1.00/\$100 value

CITY OF SUFFOLK
 FEE SCHEDULE
 FISCAL YEAR 2014-2015

Fees	Fiscal Year 2013-2014	Fiscal Year 2014-2015
Certificate of Occupancy		
Residential	50.00	50.00
Commercial	100.00	100.00
Extension of Residential, Commercial and Temp C.O.	50.00	50.00
Temporary	100.00	100.00
Rental	50.00	50.00
Two or More Units (per unit)	30.00	30.00
Reinspection	50.00	50.00
Business License Inspection	100.00	100.00
Board of Building Code Appeal	250.00	250.00
Extension of Permits	75.00	75.00
Tower, Antennas and Like Structures		
\$0 - 4999 value	20.00 per \$1,000	20.00 per \$1,000
5,000 - 19,999	100.00 per \$5,000 plus 10.00 per \$1,000	100.00 per \$5,000 plus 10.00 per \$1,000
20,000 - 99,999	250.00 per \$20,000 plus 5.00 per \$1,000	250.00 per \$20,000 plus 5.00 per \$1,000
over 100,000	625.00 per \$100,000 plus 4.00 per \$1,000	625.00 per \$100,000 plus 4.00 per \$1,000
Building Fees (see attached Schedule A)	Schedule A (attached)	Schedule A (attached)
Zoning Permits (includes Farm Affidavits)	35.00	35.00
Home Occupation Permits (zoning review)	35.00*	35.00*
Health Department Evaluation		
New Construction	100.00	100.00
Updates	50.00	50.00
Board of Zoning Appeals		
Administrative Variance Request	500.00	500.00
Chesapeake Bay Special Exception Request		
Reviewed by Zoning Administrator	50.00	50.00
If Forwarded to Board of Zoning Appeals	300.00	300.00
Written Determination by Zoning Administrator	90.00	90.00
Special Entertainment Permit	\$50.00 plus fees for in-kind services such as Police, Fire, Equipment Rental, etc.	\$50.00 plus fees for in-kind services such as Police, Fire, Equipment Rental, etc.
Junkyard Compliance Inspection (yearly)	100.00	100.00
Unified Development Ordinance	Cost	Cost
Temporary Signs	25.00	25.00
Building Permits:		
Permit Issued No Inspections Completed	75%	75%
Foundation Inspection Completed	50%	50%
Framing & Foundation Inspection Completed	25%	25%
Electrical Permits:		
Permit Issued No Inspections Completed	75%	75%
Rough-in Inspections Completed	50%	50%
Mechanical Permits:		
Permit Issued No Inspections Completed	75%	75%
Rough-in Inspections Completed	50%	50%
Gas Permits:		
Permit Issued No Inspections Completed	75%	75%
Rough-in Inspections Completed	50%	50%
Plumbing Permits		
Permit Issued No Inspections Completed	75%	75%
Rough-in Inspections Completed	50%	50%
* All refunds subject to \$15.00 processing Fee-no refunds will be issued for amounts less than \$15.00		
POLICE		
Annual Alarm Registration	25.00	25.00
Alarm Registration Renewal	10.00	10.00
Alarm Registration Late Fee (after 30 days)	25.00	25.00
Fee to alarm company for failure to provide alarm user list	25.00 per working day until compliance	25.00 per working day until compliance
Reinstatement fee for failure to provide alarm user list	100.00 + 10.00 per registered user	100.00 + 10.00 per registered user
Late fee for registration renewal (after 30 days)	25.00	25.00
Use of Automatic Dialer	100.00	100.00
Audible Alarm Violation	100.00	100.00
Reinstatement Fee for failure to provide ARM	100.00 + 10.00 per registered user	100.00 + 10.00 per registered user
Failure of alarm company to provide customer False Alarm Prevention checklist	50.00	50.00

CITY OF SUFFOLK
 FEE SCHEDULE
 FISCAL YEAR 2014-2015

Fees	Fiscal Year 2013-2014	Fiscal Year 2014-2015
Failure of alarm company to provide Alarm Installer checklist	50.00	50.00
Failure of alarm company to provide Alarm Dispatch Records request	50.00	50.00
Security Alarm Company <i>Initial</i> Registration*	100.00	100.00
Late fee for Security Alarm Company registration (after 30 days)	25.00	25.00
Security Alarm Company Registration Renewal less than 50 alarm sites in Suffolk*	100.00	100.00
Security Alarm Company Registration Renewal 51+ alarm sites in Suffolk	100.00	100.00
Reinstatement fee for alarm installation/monitoring company	100.00	100.00
General false alarm fee for second response	50.00	50.00
General false alarm fee for third response	100.00	100.00
General false alarm fee for fourth and subsequent response	150.00	150.00
Robbery/panic false alarm for second response	100.00	100.00
Robbery/panic false alarm for third response	150.00	150.00
Robbery/panic false alarm for fourth and all subsequent response	250.00	250.00
Reinstatement fee to alarm user for suspended alarm registration	50.00	50.00
Late fee for failure to pay false alarm fees after 30 days	25.00	25.00
False Alarm fee for non-registered alarm per response	100.00	100.00
Fee to monitoring company for calling in on suspended / <i>unregistered</i> alarm site	100.00	100.00
Fee to alarm company for making false statement	100.00	100.00
Fee to alarm company for causing false alarm response per response	75.00	75.00
Fee to monitoring company for failure to verify alarm system signal	100.00	100.00
Fee for appeals per request	25.00	25.00
Local Record Check	5.00	5.00
Accident Report	7.00	7.00
Incident Report	7.00	7.00
Fingerprinting	5.00 per card	5.00 per card
Photographs	5.00 or cost, whichever is greater	5.00 or cost, whichever is greater
Chauffeur's License	20.00	20.00
Solicitation Permit	10.00	10.00
Concealed Weapon Permit	18.00	18.00
Computer Generated Reports	Cost, but not less than 15.00	Cost, but not less than 15.00
Certificate of Public Convenience	30.00	30.00
Security Services	Police Officer/\$30 per hour, minimum 2 hours Supervisor/\$35 per hour, minimum	Police Officer/\$30 per hour, minimum 2 hours Supervisor/\$35 per hour, minimum
Reclaim Fee (Animal Shelter and Management)	15.00 per day	15.00 per day
Adoption - Feline Adoption Spayed or Neutered with Vaccines (Animal Shelter)	75.00	75.00
Adoption - Canine Spayed or Neutered with Vaccines (Animal Shelter)	95.00	95.00
Adoption - Animal other than Feline or Canine (Animal Shelter)	25.00	25.00
Dog License Fee - Spayed or Neutered (Animal Shelter)	5.00	5.00
Dog License Fee - Not Spayed or Neutered (Animal Shelter)	10.00	10.00
Full Scale Accident Diagram	5.00	5.00
Audio Dispatch Tape/CD	15.00	15.00
CAD Report	6.00	6.00
Color Copy	0.45	0.45
Black & White Copy	0.25	0.25
Photographs on CD	15.00	15.00
Video Tape	15.00	15.00
PUBLIC UTILITIES		
Bacteriological Tests (each)	25.00	25.00
Delinquency Fees		
Door tag placement	10.00	10.00
Disconnect/Reconnect of Water Service	25.00	25.00
Meter Removal	50.00	50.00
Finance Charges	1.5 % per month with \$0.50 minimum	1.5 % per month with \$0.50 minimum
Illegal Connect/Reconnection of Water Service	100.00	100.00
Water Conservation Reconnection Fees		
1st Violation	250.00	250.00
Subsequent Violations	500.00	500.00

CITY OF SUFFOLK
 FEE SCHEDULE
 FISCAL YEAR 2014-2015

Fees	Fiscal Year 2013-2014	Fiscal Year 2014-2015
Water Rate per 100 cubic feet	7.84	8.29
Monthly Meter Service Charge	5.35 (Billed at \$0.176 per day per billing cycle)	N/A
or Bi-monthly	10.7 (Billed at \$0.176 per day per billing cycle)	N/A
WTWA Wholesale Water Rate (per 100 cubic feet)	4.36	4.46
WTWA Fixed Capacity Charge (per month)	204,640.68	210,993.79
WTWA Meter Service Charge (per month)	200.00	200.00
Water Conservation Service Charge Rate	1.25 x Meter Rate	1.25 x Meter Rate
Water Usage Non Metered (Bi-monthly - 10 ccf)	78.40	N/A
Water Usage Non Metered (per month - 5 ccf)	0.00	41.45
Meter Service Charge (per month)		
5/8 and 3/4 inch meter	5.35 (Billed at \$0.176 per day per billing cycle)	6.40 (Billed at \$0.210 per day per billing cycle)
3/4 inch meter	8.05 (Billed at \$0.265 per day per billing cycle)	N/A
1 inch meter	13.4 (Billed at \$0.441 per day per billing cycle)	15.95 (Billed at \$0.524 per day per billing cycle)
1½ inch meter	26.75 (Billed at \$0.879 per day per billing cycle)	31.80 (Billed at \$1.046 per day per billing cycle)
2 inch meter	42.8 (Billed at \$1.407 per day per billing cycle)	50.90 (Billed at \$1.673 per day per billing cycle)
3 inch meter	80.25 (Billed at \$2.638 per day per billing cycle)	95.40 (Billed at \$3.136 per day per billing cycle)
4 inch meter	133.75 (Billed at \$4.397 per day per billing cycle)	158.90 (Billed at \$5.224 per day per billing cycle)
6 inch meter	267.5 (Billed at \$8.795 per day per billing cycle)	317.75 (Billed at \$10.447 per day per billing cycle)
8 inch meter	428 (Billed at \$14.071 per day per billing cycle)	508.45 (Billed at \$16.716 per day per billing cycle)
10 inch meter	615.25 (Billed at \$20.227 per day per billing cycle)	730.85 (Billed at \$24.028 per day per billing cycle)
Water Connection Charge (installed by city)		
5/8 inch meter	1,100.00	1,100.00
3/4 inch meter	1,100.00	1,100.00
1 inch meter	1,340.00	1,340.00
1½ inch meter	1,670.00	1,670.00
2 inch meter	1,975.00	1,975.00
When the size is above those listed a charge equal to actual cost of installation plus 25%	Actual cost x 1.25	Actual cost x 1.25
Water Connection Charge (installed by developer)	50.00	50.00
Water Availability Charge (residential)		
Single Family	5,520.00	5,520.00
Attached Multi Family (Building with 2 to 4 units) (cost per unit)	4,970.00	4,970.00
Attached Multi Family (Building with 5 to 16 units) (cost per unit)	4,420.00	4,420.00
Attached Multi Family (Building with 17 to 24 units) (cost per unit)	3,865.00	3,865.00
Attached Multi Family (Building 25 + units) (cost per unit)	3,310.00	3,310.00
Mobil Home Park (cost per unit)	0.00	3,310.00
Water Availability Charge (commercial)		
5/8 and 3/4 inch meter	5,520.00	5,520.00
3/4 inch meter	8,180.00	N/A
1 inch meter	13,520.00	13,520.00
1½ inch meter	26,950.00	26,950.00
2 inch meter	43,120.00	43,120.00
3 inch meter	80,850.00	80,850.00
4 inch meter	134,750.00	134,750.00
6 inch meter	269,500.00	269,500.00
8 inch meter	431,200.00	431,200.00
10 inch meter	619,850.00	619,850.00
Installment Payments		
Down Payment	250.00	250.00
Interest	Equal to prime rate - July 1	Equal to prime rate - July 1
Finance charge	1 1/2 % or \$0.50 minimum per month	1 1/2 % or \$0.50 minimum per month
New Account Setup Charge	10.00	10.00
Fire Hydrant Meter Deposit	300.00	300.00
Fire Hydrant Flow Test Fee/Water Model Evaluation	100.00	100.00
Sewer Collection (per 100 cubic feet)	5.82	6.47
Water Usage Not Metered (Bi-Mo.10 ccf)	58.20	N/A
Sewer Usage Not Metered (per month 5 ccf)	0.00	32.35

CITY OF SUFFOLK
 FEE SCHEDULE
 FISCAL YEAR 2014-2015

Fees	Fiscal Year 2013-2014	Fiscal Year 2014-2015
Sewer Connection Charge (installed by city)		
4 inch lateral size	1,450.00	1,450.00
6 inch lateral size	2,650.00	2,650.00
Greater than 6 inch	actual cost of installation plus 25%	actual cost of installation plus 25%
Sewer Connection Charge (installed by developer)	50.00	50.00
Sewer Availability Charge (residential)		
Single Family	6,000.00	6,000.00
Attached Multi Family (2 to 4 units, per unit)	5,400.00	5,400.00
Attached Multi Family (5 to 16 units, per unit)	4,800.00	4,800.00
Attached Multi Family (17-24 units, per unit)	4,200.00	4,200.00
Attached Multi Family (25+ units, per unit)	3,600.00	3,600.00
Mobil Home Park (cost per unit)	0.00	3,900.00
Sewer Availability Charge (commercial)		
5/8 and 3/4 inch meter	6,000.00	6,000.00
3/4 inch meter	9,000.00	N/A
1 inch meter	14,800.00	14,800.00
1½ inch meter	29,500.00	29,500.00
2 inch meter	47,100.00	47,100.00
3 inch meter	88,100.00	88,100.00
4 inch meter	146,800.00	146,800.00
6 inch meter	293,400.00	293,400.00
8 inch meter	469,300.00	469,300.00
10 inch meter	674,600.00	674,600.00
Construction Specifications and Standards Manual	25.00	25.00
Sewer Pump Stations Prototype Drawing	150.00	150.00
Manual of Cross Connection Policies	20.00	20.00
Plan sheet copies 24" x 36" (per sheet)	2.00	2.00
Copies (black and white (each)	0.20	0.20
Copies (color) (each)	0.35*	0.35*
Engineering Review		
Site Plans Review	\$1,500 Base Fee plus \$1.50/ft for every foot of public water & sewer mains beyond the initial 250 if no mains plus pump station review fee	\$1,500 Base Fee plus \$1.50/ft for every foot of public water & sewer mains beyond the initial 250 if no mains plus pump station review fee
Engineering Plans Review	\$2,500 Base Fee plus \$.15/ft for every foot of public water & sewer mains plus pump station review fee	\$2,500 Base Fee plus \$.15/ft for every foot of public water & sewer mains plus pump station review fee
Engineering Plans/Site Plans Amendments	\$300/Submittal	\$300/Submittal
Plats	200.00	200.00
Pump Station Review/Sewer Model Evaluation	\$1,500 per station	\$1,500 per station
Single Family Grinder Pump Review/Inspection	300.00	300.00
Engineering Construction Inspection		
Sanitary Sewer Facilities	\$1.50/LF for every foot of public sewer installed	\$1.50/LF for every foot of public sewer installed
Water Transmission/Distribution Facilities		
Site Plan with Public Utilities	\$1.50/LF for every foot of public sewer installed \$1,500 plus \$1.50 for every foot of public water or sewer mains installed	\$1.50/LF for every foot of public sewer installed \$1,500 plus \$1.50 for every foot of public water or sewer mains installed
Environmental Incentive - Water		
5/8 and 3/4 inch meter	3,250.00	3,250.00
3/4 inch meter	4,875.00	N/A
1 inch meter	8,125.00	8,125.00
1½ inch meter	16,250.00	16,250.00
2 inch meter	26,000.00	26,000.00
3 inch meter	48,750.00	48,750.00
4 inch meter	81,250.00	81,250.00
Environmental Incentive - Sewer		
5/8 and 3/4 inch meter	1,750.00	1,750.00
3/4 inch meter	2,625.00	N/A
1 inch meter	4,375.00	4,375.00
1½ inch meter	8,750.00	8,750.00
2 inch meter	14,000.00	14,000.00
3 inch meter	26,250.00	26,250.00
4 inch meter	43,750.00	43,750.00

*Reflects additional cost to use color copier.

Utility fund cost to support debt service - based on rate model. Programmed less from new connections and have to make it up on the rate side. WTTWA and Sewer collection similar to water side - balance between less connections has to be made up on rate side. Based on model.

CITY OF SUFFOLK
 FEE SCHEDULE
 FISCAL YEAR 2014-2015

Fees	Fiscal Year 2013-2014	Fiscal Year 2014-2015
PUBLIC WORKS		
Traffic Engineering Inspection and Plan Review		
Site Plan:	\$200/application	\$500/application
Engineering Plans:	\$400/application	\$1,000/application
Major Final Subdivision Plats:	\$70/plat	\$100/plat
Traffic Engineering Study Fee	0.00	\$100/hr
Golf Cart Signs (per location)	0.00	\$250 per location
Right-of-Way Encroachment Permit	no charge	100.00
Stormwater and Public Works Engineering		
Storm Water Utility Fee	5.24/mo	6.00/mo/ERU
Stormwater/E & S inspection and review	2% of engineers cost estimate	2% of engineers cost estimate The following state fees shall be added accordingly >1.0-5.0 acres + \$756 >5.0-10.0 acres + \$952 >10.0-50.0 acres + \$1,260 >50.00-100.00 acres + \$1,708 >100.00 acres + \$2,688
Stormwater Site Plans Inspection	\$1,400 minimum; \$400/acre; not to exceed \$8,000	\$1,400 minimum; \$400/acre; not to exceed \$8,000
Stormwater/E & S plan review		
Site Plan:	0-10,000 sf of disturbance - \$375 10,000-0.5 acre of disturbance - \$750 0.5-1.0 acre of disturbance - \$1500 >1.0 acre - +\$250/additional acre of disturbance or portion thereof Stormwater Maintenance Agreement - \$150 Site Plan Amendment = \$350/submittal	0-10,000 sf of disturbance - \$460 10,000-0.5 acre of disturbance - \$835 0.5-1.0 acre of disturbance - \$1585 >1.0 acre - +\$250/additional acre of disturbance The following state fees shall be added accordingly >1.0-5.0 acres + \$756 >5.0-10.0 acres + \$952 >10.0-50.0 acres + \$1,260 >50.00-100.00 acres + \$1,708 >100.00 acres + \$2,688 Stormwater Maintenance Agreement - \$150 Site Plan Amendment = \$350/submittal
Engineering Plan:	\$1000 + \$1/lf of roadway Plan Amendments = \$350/submittal	\$1000 + \$1/lf of roadway The following state fees shall be added accordingly >1.0-5.0 acres + \$756 >5.0-10.0 acres + \$952 >10.0-50.0 acres + \$1,260 >50.00-100.00 acres + \$1,708 >100.00 acres + \$2,688 Plan Amendments = \$350/submittal
Modification or Transfer of General Permit/Registration Statement for Discharges of Stormwater from Construction Activities	N/A	Fees shall be paid pursuant to Virginia Administrative Code 9VAC25-870-825
Annual Maintenance fees for General or Individual Permits for Discharges of Stormwater from Construction Activities	N/A	Fees shall be paid pursuant to Virginia Administrative Code 9VAC25-870-830
Plat:	\$750 per plat	\$750 per plat
Single Family E&S Site Plan Review	100.00	290.00
Pro Rata Share Fees		
Chowan Watershed	958/acre	958/acre
Great Dismal Watershed	263/acre	263/acre
James River Watershed	632/acre	632/acre
Permits		
Land Disturbing	100.00	0.00
Street Opening	35.00	0.00
Right of Way Permit	35.00	100.00
plus asphalt (per cubic foot)	Cost	Cost
plus concrete (per cubic foot)	Cost	Cost
Driveway Apron (per square foot)	2.50	2.50
Street Name Signs (private - black and yellow)	600.00	600.00
Street Name Signs (public - green and white)	600.00	600.00
Sidewalks	35.00	0.00
Driveways	35.00	0.00
Logging Access	35.00	0.00
Permits (continued)		
Construction Access	35.00	0.00
Banners & Decorations	35.00	0.00
Grading on Right-of-Way	35.00	0.00

CITY OF SUFFOLK
 FEE SCHEDULE
 FISCAL YEAR 2014-2015

Fees	Fiscal Year 2013-2014	Fiscal Year 2014-2015
Pedestrian Underpass	35.00	0.00
School Warning Signals	35.00	0.00
Curb & Gutter	35.00	0.00
Telephone Booths	35.00	0.00
Special Permits for Oversized and Overweight Vehicles		
Single-Trip Permit	75.00	75.00
Single-Trip House Move Permit	100.00	100.00
Blanket-Term Permit	300.00	300.00
General Engineering Review	50.00	at cost
In-depth Engineering Review	300.00	at cost
Maps - Printed Map Products		
GIS Tax Map (single map)	5.00	5.00
Other Map Product (single map)	5.00	5.00
Generalized City Base Map (single map)	5.00	5.00
Maps - Specialized Map Services		
Special Map Production Services (per hour)	50.00	50.00
Specialized Data Analysis Services (per hour)	50.00	50.00
Refuse Collection		
Automated Refuse Container	70.00	70.00
*Refuse and Recycling Service	17.50/mo	16.50/mo/unit
Bulk Refuse Service		
1-8 CY bulk collection -after 12 free collections	20.00	20.00
9-16 CY bulk collection	50.00	50.00
Evictions	100.00	100.00
Bulk Refuse Service - Roll Off		
Weekdays	50.00	50.00
Weekends	90.00	90.00
<i>* Does not include commercial refuse collection</i>		
TOURISM		
Conference Room (9 am to 5 pm)		
Non-Profit (first two hours)	25.00	25.00
Additional Hours	5.00/hour	5.00/hour
For-Profit (first two hours)	75.00	75.00
Additional Hours	15.00/hour	15.00/hour
Multipurpose Room (6 pm to midnight)		
Deposit (non-refundable)	150.00	150.00
Non-Profit Event	50.00/hour	50.00/hour
For-Profit Event	80.00/hour	80.00/hour
Visitor Center Pavilion		
Deposit (non-refundable)	300.00	300.00
Each additional hour (two hour minimum)	100.00/hour	100.00/hour
Farmer's Market Booth Rental (Pavilion)		
Standard Booth	50.00/season	50.00/season
Expanded Booth	75.00/season	75.00/season
Exterior (Uncovered) Space	35.00/season	35.00/season
One-day Vendor Pass	15.00/one day	15.00/one day
Interpreted Bus Tour Historic District		
Adult	5.00	5.00
Senior (60+) and Child (3 to 12), Military	3.00	3.00
Interpreted Bus Tour Great Dismal Swamp		
Adult	10.00	10.00
Senior (60+) and Child (9 to 12), Military	8.00	8.00
Guided Cedar Hill Cementary Stroll		
Adult	7.00	7.00
Senior (60+) and Child (9 to 12), Military	5.00	5.00
Interpreted Canoe Tour	35.00	35.00
Ghost Walk		
Adult	10.00	10.00
Senior (60+) and Child (9 to 12), Military	8.00	8.00
Guided Nature Walks		
Adult	7.00	7.00
Senior (60+); Child (9-12): Military	5.00	5.00
Nansemond River Canoe Tours	35.00	35.00
Fee Based Activities Not Described	Cost	Cost
Visitor Center Display Case - Limit of 4	\$100/quarter	\$100/quarter

CITY OF SUFFOLK
 FEE SCHEDULE
 FISCAL YEAR 2014-2015

Fees	Fiscal Year 2013-2014	Fiscal Year 2014-2015
TREASURER		
Return Check	50.00	50.00
Set Off Debt	30.00	30.00
Lien	30.00	30.00
Copy of Delinquent Report	100.00	100.00
Vehicle Block	20.00	20.00
Delinquent Tax Collection (prior to judgment)	30.00	30.00
Delinquent Tax Collection (after judgment)	35.00	35.00
Delinquent Personal Property Collection Fee	30.00	30.00
Attorney or Collection Agency Feeds	20%	20%
Vehicle License Registration Late Payment Fee	10.00	10.00
Serving out of town warrants in debt	20.00	20.00
For each additional warrant served	12.00	12.00
Towing:		
Vehicles up to 1 ton	0.00	225.00
Vehicles 1 ton to 6 tons	0.00	550.00
Vehicles 6 tons to 12 tons	0.00	750.00
Tractor Trailer & 20 ton Dump Truck	0.00	1,200.00
Storage	0.00	\$30.00/daily rate
Administrative Fee:	0.00	\$45/in case of auction
Inventory/Condition Report Fee:	0.00	\$45/in case of acution
Boot Fee:	0.00	\$30-\$50/depends on size of tire
BALNet Charge Card Convenience Fee	2.7%	3.0%
Charge Card Convenience Fees		
Visa Debit Cards Only	3.95	3.95
Visa Debit Cards; Mastercard Debit or Credit and AMEX		
\$0.01 to \$144.00	3.95	3.95
\$144.01 and higher	2.75% of payment amount	2.75% of payment amount
Sturgis		
Charge Card Convenience Fees		2.2% of payment amount plus .30 transaction fee

**BUILDING PERMIT FEES FOR THE CITY OF SUFFOLK
GROUP A - ASSEMBLY / EDUCATIONAL**

MINIMUM FEE CHARGE IS \$50.00 ADD 2.00% STATE LEVY

SQ.FEET		FEE	SQ.FEET		FEE	SQ.FEET		FEE			
\$9.00 PER 100 SQUARE FEET											
0	~	100	\$50.00	4,301	~	4,400	\$362.00	8,601	~	8,700	\$669.00
101	~	200	\$50.00	4,401	~	4,500	\$370.00	8,701	~	8,800	\$676.00
201	~	300	\$50.00	4,501	~	4,600	\$378.00	8,801	~	8,900	\$683.00
301	~	400	\$50.00	4,601	~	4,700	\$386.00	8,901	~	9,000	\$690.00
401	~	500	\$50.00	4,701	~	4,800	\$394.00	9,001	~	9,100	\$697.00
501	~	600	\$54.00	4,801	~	4,900	\$402.00	9,101	~	9,200	\$704.00
601	~	700	\$63.00	4,901	~	5,000	\$410.00	9,201	~	9,300	\$711.00
701	~	800	\$72.00					9,301	~	9,400	\$718.00
801	~	900	\$81.00					9,401	~	9,500	\$725.00
901	~	1,000	\$90.00					9,501	~	9,600	\$732.00
\$7.00 PER 100 SQUARE FEET											
				5,001	~	5,100	\$417.00	9,601	~	9,700	\$739.00
				5,101	~	5,200	\$424.00	9,701	~	9,800	\$746.00
				5,201	~	5,300	\$431.00	9,801	~	9,900	\$753.00
				5,301	~	5,400	\$438.00	9,901	~	10,000	\$760.00
				5,401	~	5,500	\$445.00	10,001	~	10,100	\$767.00
				5,501	~	5,600	\$452.00	10,101	~	10,200	\$774.00
				5,601	~	5,700	\$459.00	10,201	~	10,300	\$781.00
				5,701	~	5,800	\$466.00	10,301	~	10,400	\$788.00
				5,801	~	5,900	\$473.00	10,401	~	10,500	\$795.00
				5,901	~	6,000	\$480.00	10,501	~	10,600	\$802.00
				6,001	~	6,100	\$487.00	10,601	~	10,700	\$809.00
				6,101	~	6,200	\$494.00	10,701	~	10,800	\$816.00
				6,201	~	6,300	\$501.00	10,801	~	10,900	\$823.00
				6,301	~	6,400	\$508.00	10,901	~	11,000	\$830.00
				6,401	~	6,500	\$515.00	11,001	~	11,100	\$837.00
				6,501	~	6,600	\$522.00	11,101	~	11,200	\$844.00
				6,601	~	6,700	\$529.00	11,201	~	11,300	\$851.00
				6,701	~	6,800	\$536.00	11,301	~	11,400	\$858.00
				6,801	~	6,900	\$543.00	11,401	~	11,500	\$865.00
				6,901	~	7,000	\$550.00	11,501	~	11,600	\$872.00
				7,001	~	7,100	\$557.00	11,601	~	11,700	\$879.00
				7,101	~	7,200	\$564.00	11,701	~	11,800	\$886.00
				7,201	~	7,300	\$571.00	11,801	~	11,900	\$893.00
				7,301	~	7,400	\$578.00	11,901	~	12,000	\$900.00
				7,401	~	7,500	\$585.00	12,001	~	12,100	\$907.00
				7,501	~	7,600	\$592.00	12,101	~	12,200	\$914.00
				7,601	~	7,700	\$599.00	12,201	~	12,300	\$921.00
				7,701	~	7,800	\$606.00	12,301	~	12,400	\$928.00
				7,801	~	7,900	\$613.00	12,401	~	12,500	\$935.00
				7,901	~	8,000	\$620.00	12,501	~	12,600	\$942.00
				8,001	~	8,100	\$627.00	12,601	~	12,700	\$949.00
				8,101	~	8,200	\$634.00	12,701	~	12,800	\$956.00
				8,201	~	8,300	\$641.00	12,801	~	12,900	\$963.00
				8,301	~	8,400	\$648.00	12,901	~	13,000	\$970.00
				8,401	~	8,500	\$655.00	13,001	~	13,100	\$977.00
				8,501	~	8,600	\$662.00	13,101	~	13,200	\$984.00
								13,201	~	13,300	\$991.00
\$8.00 PER 100 SQUARE FEET											
1,001	~	1,100	\$98.00								
1,101	~	1,200	\$106.00								
1,201	~	1,300	\$114.00								
1,301	~	1,400	\$122.00								
1,401	~	1,500	\$130.00								
1,501	~	1,600	\$138.00								
1,601	~	1,700	\$146.00								
1,701	~	1,800	\$154.00								
1,801	~	1,900	\$162.00								
1,901	~	2,000	\$170.00								
2,001	~	2,100	\$178.00								
2,101	~	2,200	\$186.00								
2,201	~	2,300	\$194.00								
2,301	~	2,400	\$202.00								
2,401	~	2,500	\$210.00								
2,501	~	2,600	\$218.00								
2,601	~	2,700	\$226.00								
2,701	~	2,800	\$234.00								
2,801	~	2,900	\$242.00								
2,901	~	3,000	\$250.00								
3,001	~	3,100	\$258.00								
3,101	~	3,200	\$266.00								
3,201	~	3,300	\$274.00								
3,301	~	3,400	\$282.00								
3,401	~	3,500	\$290.00								
3,501	~	3,600	\$298.00								
3,601	~	3,700	\$306.00								
3,701	~	3,800	\$314.00								
3,801	~	3,900	\$322.00								
3,901	~	4,000	\$330.00								
4,001	~	4,100	\$338.00								
4,101	~	4,200	\$346.00								
4,201	~	4,300	\$354.00								

**BUILDING PERMIT FEES FOR THE CITY OF SUFFOLK
GROUP A - ASSEMBLY / EDUCATIONAL**

MINIMUM FEE CHARGE IS \$50.00 ADD 2.00% STATE LEVY

SQ.FEET		FEE	SQ.FEET		FEE	SQ.FEET		FEE			
13,301	~	13,400	\$998.00	17,201	~	17,300	\$1,248.00	21,401	~	21,500	\$1,500.00
13,401	~	13,500	1,005.00	17,301	~	17,400	\$1,254.00	21,501	~	21,600	\$1,506.00
13,501	~	13,600	1,012.00	17,401	~	17,500	\$1,260.00	21,601	~	21,700	\$1,512.00
13,601	~	13,700	1,019.00	17,501	~	17,600	\$1,266.00	21,701	~	21,800	\$1,518.00
13,701	~	13,800	1,026.00	17,601	~	17,700	\$1,272.00	21,801	~	21,900	1,524.00
13,801	~	13,900	1,033.00	17,701	~	17,800	\$1,278.00	21,901	~	22,000	\$1,530.00
13,901	~	14,000	1,040.00	17,801	~	17,900	\$1,284.00	22,001	~	22,100	\$1,536.00
14,001	~	14,100	1,047.00	17,901	~	18,000	\$1,290.00	22,101	~	22,200	\$1,542.00
14,101	~	14,200	1,054.00	18,001	~	18,100	\$1,296.00	22,201	~	22,300	\$1,548.00
14,201	~	14,300	1,061.00	18,101	~	18,200	\$1,302.00	22,301	~	22,400	\$1,554.00
14,301	~	14,400	1,068.00	18,201	~	18,300	\$1,308.00	22,401	~	22,500	\$1,560.00
14,401	~	14,500	1,075.00	18,301	~	18,400	\$1,314.00	22,501	~	22,600	\$1,566.00
14,501	~	14,600	1,082.00	18,401	~	18,500	\$1,320.00	22,601	~	22,700	\$1,572.00
14,601	~	14,700	1,089.00	18,501	~	18,600	\$1,326.00	22,701	~	22,800	\$1,578.00
14,701	~	14,800	1,096.00	18,601	~	18,700	\$1,332.00	22,801	~	22,900	\$1,584.00
14,801	~	14,900	1,103.00	18,701	~	18,800	\$1,338.00	22,901	~	23,000	\$1,590.00
14,901	~	15,000	1,110.00	18,801	~	18,900	\$1,344.00	23,001	~	23,100	\$1,596.00
\$6.00 PER 100 SQUARE FEET				18,901	~	19,000	\$1,350.00	23,101	~	23,200	\$1,602.00
15,001	~	15,100	\$1,116.00	19,001	~	19,100	\$1,356.00	23,201	~	23,300	\$1,608.00
15,101	~	15,200	\$1,122.00	19,101	~	19,200	\$1,362.00	23,301	~	23,400	\$1,614.00
15,201	~	15,300	\$1,128.00	19,201	~	19,300	\$1,368.00	23,401	~	23,500	\$1,620.00
15,301	~	15,400	\$1,134.00	19,301	~	19,400	\$1,374.00	23,501	~	23,600	\$1,626.00
15,401	~	15,500	1,140.00	19,401	~	19,500	\$1,380.00	23,601	~	23,700	\$1,632.00
15,501	~	15,600	\$1,146.00	19,501	~	19,600	1,386.00	23,701	~	23,800	\$1,638.00
15,601	~	15,700	\$1,152.00	19,601	~	19,700	\$1,392.00	23,801	~	23,900	\$1,644.00
15,701	~	15,800	\$1,158.00	19,701	~	19,800	\$1,398.00	23,901	~	24,000	\$1,650.00
15,801	~	15,900	\$1,164.00	19,801	~	19,900	\$1,404.00	24,001	~	24,100	\$1,656.00
15,901	~	16,000	\$1,170.00	19,901	~	20,000	\$1,410.00	24,101	~	24,200	\$1,662.00
16,001	~	16,100	\$1,176.00	20,001	~	20,100	\$1,416.00	24,201	~	24,300	\$1,668.00
16,101	~	16,200	\$1,182.00	20,101	~	20,200	\$1,422.00	24,301	~	24,400	\$1,674.00
16,201	~	16,300	1,188.00	20,201	~	20,300	\$1,428.00	24,401	~	24,500	\$1,680.00
16,301	~	16,400	\$1,194.00	20,301	~	20,400	\$1,434.00	24,501	~	24,600	\$1,686.00
16,401	~	16,500	\$1,200.00	20,401	~	20,500	\$1,440.00	24,601	~	24,700	\$1,692.00
16,501	~	16,600	\$1,206.00	20,501	~	20,600	\$1,446.00	24,701	~	24,800	\$1,698.00
16,601	~	16,700	\$1,212.00	20,601	~	20,700	\$1,452.00	24,801	~	24,900	\$1,704.00
16,701	~	16,800	\$1,218.00	20,701	~	20,800	\$1,458.00	24,901	~	25,000	\$1,710.00
16,801	~	16,900	\$1,224.00	20,801	~	20,900	\$1,464.00	25,001	~	25,100	\$1,716.00
16,901	~	17,000	\$1,230.00	20,901	~	21,000	\$1,470.00	25,101	~	25,200	\$1,722.00
17,001	~	17,100	\$1,236.00	21,001	~	21,100	\$1,476.00	25,202	~	25,300	\$1,728.00
17,101	~	17,200	\$1,242.00	21,101	~	21,200	\$1,482.00	CONTINUE WITHOUT LIMIT, AT A RATE OF \$6.00 PER 100 SQUARE FEET			
				21,201	~	21,300	\$1,488.00				
				21,301	~	21,400	\$1,494.00				

**BUILDING PERMIT FEES FOR THE CITY OF SUFFOLK
GROUP B - BUSINESS / MERCANTILE / RESIDENTIAL (DETACHED)**

MINIMUM FEE CHARGE IS \$50.00 ADD 2.00% STATE LEVY

SQ. FEET		FEE	SQ. FEET		FEE	SQ. FEET		FEE			
<u>\$8.00 PER 100 SQUARE FEET</u>											
0	~	100	\$50.00	3,901	~	4,000	\$300.00	7,801	~	7,900	\$544.00
101	~	200	\$50.00	4,001	~	4,100	\$307.00	7,901	~	8,000	\$550.00
201	~	300	\$50.00	4,101	~	4,200	\$314.00	8,001	~	8,100	\$556.00
301	~	400	\$50.00	4,201	~	4,300	\$321.00	8,101	~	8,200	\$562.00
401	~	500	\$50.00	4,301	~	4,400	\$328.00	8,201	~	8,300	\$568.00
501	~	600	\$50.00	4,401	~	4,500	\$335.00	8,301	~	8,400	\$574.00
601	~	700	\$56.00	4,501	~	4,600	\$342.00	8,401	~	8,500	\$580.00
701	~	800	\$64.00	4,601	~	4,700	\$349.00	8,501	~	8,600	\$586.00
801	~	900	\$72.00	4,701	~	4,800	\$356.00	8,601	~	8,700	\$592.00
901	~	1,000	\$80.00	4,801	~	4,900	\$363.00	8,701	~	8,800	\$598.00
1,001	~	1,100	\$88.00	4,901	~	5,000	\$370.00	8,801	~	8,900	\$604.00
1,101	~	1,200	\$96.00				8,901	~	9,000	\$610.00	
1,201	~	1,300	\$104.00				9,001	~	9,100	\$616.00	
1,301	~	1,400	\$112.00				9,101	~	9,200	\$622.00	
1,401	~	1,500	\$120.00				9,201	~	9,300	\$628.00	
1,501	~	1,600	\$128.00				9,301	~	9,400	\$634.00	
1,601	~	1,700	\$136.00				9,401	~	9,500	\$640.00	
1,701	~	1,800	\$144.00				9,501	~	9,600	\$646.00	
1,801	~	1,900	\$152.00				9,601	~	9,700	\$652.00	
1,901	~	2,000	\$160.00				9,701	~	9,800	\$658.00	
						9,801	~	9,900	\$664.00		
						9,901	~	10,000	\$670.00		
						10,001	~	10,100	\$676.00		
						10,101	~	10,200	\$682.00		
						10,201	~	10,300	\$688.00		
						10,301	~	10,400	\$694.00		
						10,401	~	10,500	\$700.00		
						10,501	~	10,600	\$706.00		
						10,601	~	10,700	\$712.00		
						10,701	~	10,800	\$718.00		
						10,801	~	10,900	\$724.00		
						10,901	~	11,000	\$730		
						11,001	~	11,100	\$736.00		
						11,101	~	11,200	\$742.00		
						11,201	~	11,300	\$748.00		
						11,301	~	11,400	\$754.00		
						11,401	~	11,500	\$760.00		
						11,501	~	11,600	\$766.00		
						11,601	~	11,700	\$772.00		
						CONTINUE WITHOUT LIMIT, AT A RATE OF \$6.00 PER 100 SQUARE FEET					
<u>\$7.00 PER 100 SQ.FT.</u>											
2,001	~	2,100	\$167.00	5,001	~	5,100	\$376.00				
2,101	~	2,200	\$174.00	5,101	~	5,200	\$382.00				
2,201	~	2,300	\$181.00	5,201	~	5,300	\$388.00				
	~	2,400	\$188.00	5,301	~	5,400	\$394.00				
2,401	~	2,500	\$195.00	5,401	~	5,500	\$400.00				
2,501	~	2,600	\$202.00	5,501	~	5,600	\$406.00				
2,601	~	2,700	\$209	5,601	~	5,700	\$412.00				
2,701	~	2,800	\$216	5,701	~	5,800	\$418.00				
2,801	~	2,900	\$223.00	5,801	~	5,900	\$424.00				
2,901	~	3,000	\$230.00	5,901	~	6,000	\$430.00				
3,001	~	3,100	\$237.00	6,001	~	6,100	\$436.00				
3,101	~	3,200	\$244.00	6,101	~	6,200	\$442.00				
3,201	~	3,300	\$251.00	6,201	~	6,300	\$448.00				
3,301	~	3,400	\$258.00	6,301	~	6,400	\$454.00				
3,401	~	3,500	\$265.00	6,401	~	6,500	\$460.00				
3,501	~	3,600	\$272.00	6,501	~	6,600	\$466.00				
3,601	~	3,700	\$279.00	6,601	~	6,700	\$472.00				
3,701	~	3,800	\$286.00	6,701	~	6,800	\$478				
3,801	~	3,900	\$293.00	6,801	~	6,900	\$484.00				
				6,901	~	7,000	\$490.00				
				7,001	~	7,100	\$496.00				
				7,101	~	7,200	\$502.00				
				7,201	~	7,300	\$508.00				
				7,301	~	7,400	\$514.00				
				7,401	~	7,500	\$520.00				
				7,501	~	7,600	\$526.00				
				7,601	~	7,700	\$532.00				
				7,701	~	7,800	\$538.00				

**BUILDING PERMIT FEES FOR THE CITY OF SUFFOLK
GROUP F - FACTORY / INDUSTRIAL**

MINIMUM FEE CHARGE IS \$50.00 ADD 2.0% STATE LEVY

SQ.FEET		FEE	SQ.FEET		FEE	SQ.FEET		FEE			
<u>\$8.00 PER 100 SQ.FT</u>			3,901	~	4,000	\$300.00	7,801	~	7,900	\$544.00	
0	~	100	\$50.00	4,001	~	4,100	\$307.00	7,901	~	8,000	\$550.00
101	~	200	\$50.00	4,101	~	4,200	\$314.00	8,001	~	8,100	\$556.00
201	~	300	\$50.00	4,201	~	4,300	\$321.00	8,101	~	8,200	\$562.00
301	~	400	\$50.00	4,301	~	4,400	\$328.00	8,201	~	8,300	\$568.00
401	~	500	\$50.00	4,401	~	4,500	\$335.00	8,301	~	8,400	\$574.00
501	~	600	\$50.00	4,501	~	4,600	\$342.00	8,401	~	8,500	\$580.00
601	~	700	\$56.00	4,601	~	4,700	\$349.00	8,501	~	8,600	\$586.00
701	~	800	\$64.00	4,701	~	4,800	\$356.00	8,601	~	8,700	\$592.00
801	~	900	\$72.00	4,801	~	4,900	\$363.00	8,701	~	8,800	\$598.00
901	~	1,000	\$80.00	4,901	~	5,000	\$370.00	8,801	~	8,900	\$604.00
1,001	~	1,100	\$88.00	<u>\$6.00 PER 100 SQUARE FEET</u>			8,901	~	9,000	\$610.00	
1,101	~	1,200	\$96.00	5,001	~	5,100	\$376.00	9,001	~	9,100	\$616.00
1,201	~	1,300	\$104.00	5,101	~	5,200	\$382.00	9,101	~	9,200	\$622.00
1,301	~	1,400	\$112.00	5,201	~	5,300	\$388.00	9,201	~	9,300	\$628.00
1,401	~	1,500	\$120.00	5,301	~	5,400	\$394.00	9,301	~	9,400	\$634.00
1,501	~	1,600	\$128.00	5,401	~	5,500	\$400.00	9,401	~	9,500	\$640.00
1,601	~	1,700	\$136.00	5,501	~	5,600	\$406.00	9,501	~	9,600	\$646.00
1,701	~	1,800	\$144.00	5,601	~	5,700	\$412.00	9,601	~	9,700	\$652.00
1,801	~	1,900	\$152.00	5,701	~	5,800	\$418.00	9,701	~	9,800	\$658.00
1,901	~	2,000	\$160.00	5,801	~	5,900	\$424.00	9,801	~	9,900	\$664.00
<u>\$7.00 PER 100 SQUARE FEET</u>			5,901	~	6,000	\$430.00	9,901	~	10,000	\$670.00	
2,001	~	2,100	\$167.00	6,001	~	6,100	\$436.00	10,001	~	10,100	\$676.00
2,101	~	2,200	\$174.00	6,101	~	6,200	\$442.00	10,101	~	10,200	\$682.00
2,201	~	2,300	\$181.00	6,201	~	6,300	\$448.00	10,201	~	10,300	\$688.00
2,301	~	2,400	\$188.00	6,301	~	6,400	\$454.00	10,301	~	10,400	\$694.00
2,401	~	2,500	\$195.00	6,401	~	6,500	\$460.00	10,401	~	10,500	\$700.00
2,501	~	2,600	\$202.00	6,501	~	6,600	\$466.00	10,501	~	10,600	\$706.00
2,601	~	2,700	\$209.00	6,601	~	6,700	\$472.00	10,601	~	10,700	\$712.00
2,701	~	2,800	\$216.00	6,701	~	6,800	\$478.00	10,701	~	10,800	\$718.00
2,801	~	2,900	\$223.00	6,801	~	6,900	\$484.00	10,801	~	10,900	\$724.00
2,901	~	3,000	\$230.00	6,901	~	7,000	\$490.00	10,901	~	11,000	\$730.00
3,001	~	3,100	\$237.00	7,001	~	7,100	\$496.00	11,001	~	11,100	\$736.00
3,101	~	3,200	\$244.00	7,101	~	7,200	\$502.00	11,101	~	11,200	\$742.00
3,201	~	3,300	\$251.00	7,201	~	7,300	\$508.00	11,201	~	11,300	\$748.00
3,301	~	3,400	\$258.00	7,301	~	7,400	\$514.00	11,301	~	11,400	\$754.00
3,401	~	3,500	\$265.00	7,401	~	7,500	\$520.00	11,401	~	11,500	\$760.00
3,501	~	3,600	\$272.00	7,501	~	7,600	\$526.00	11,501	~	11,600	\$766.00
3,601	~	3,700	\$279.00	7,601	~	7,700	\$532.00	11,601	~	11,700	\$772.00
3,701	~	3,800	\$286.00	7,701	~	7,800	\$538.00	11,701	~	11,800	\$778.00
3,801	~	3,900	\$293.00				CONTINUE WITHOUT LIMIT, AT A RATE OF \$6.00 PER 100 SQUARE FEET				

**BUILDING PERMIT FEES FOR THE CITY OF SUFFOLK
GROUP H - HIGH HAZARD**

MINIMUM FEE CHARGE IS \$50.00 ADD 2.00% STATE LEVY

SQ.FEET	FEE
\$7.00 PER 100 SQUARE FEET	
0	\$50.00
101	\$50.00
201	\$50.00
301	\$50.00
401	\$50.00
501	\$50.00
601	\$49.00
701	\$56.00
801	\$63.00
901	\$70.00
1,001	\$77.00
1,201	\$91.00
1,301	\$98.00
1,401	\$105.00
1,501	\$112.00
1,601	\$119.00
1,701	\$126.00
1,801	\$133.00
1,901	\$140.00
2,001	\$147.00
2,101	\$154.00
2,201	\$161.00
2,301	\$168.00
2,401	\$175.00
2,501	\$182.00
2,601	\$189.00
2,701	\$196.00
2,801	\$203.00
2,901	\$210.00
3,001	\$217.00
3,101	\$224.00
3,201	\$231.00
3,301	\$238.00
3,401	\$245.00
3,501	\$252.00
3,601	\$259.00
3,701	\$266.00
3,801	\$273.00
3,901	\$280.00
4,001	\$287.00

SQ.FEET	FEE
4,101	\$294.00
4,201	\$301.00
4,301	\$308.00
4,401	\$315.00
4,501	\$322.00
4,601	\$329.00
4,701	\$336.00
4,801	\$343.00
4,901	\$350.00
\$6.00 PER 100 SQ. FT.	
5,001	\$356.00
5,101	\$362.00
5,201	\$368.00
5,301	\$374.00
5,401	\$380.00
5,501	\$386.00
5,601	\$392.00
5,701	\$398.00
5,801	\$404.00
5,901	\$410.00
6,001	\$416.00
6,101	\$422.00
6,201	\$428.00
6,301	\$434.00
6,401	\$440.00
6,501	\$446.00
6,601	\$452.00
6,701	\$458.00
6,801	\$464.00
6,901	\$470.00
7,001	\$476.00
7,101	\$482.00
7,201	\$488.00
7,301	\$494.00
7,401	\$500.00
7,501	\$506.00
7,601	\$512.00
7,701	\$518.00
7,801	\$524.00

SQ. FEET	FEE
7,901	\$530.00
8,001	\$536.00
8,101	\$542.00
8,201	\$548.00
8,301	\$554.00
8,401	\$560.00
8,501	\$566.00
8,601	\$572.00
8,701	\$578.00
8,801	\$584.00
8,901	\$590.00
9,001	\$596.00
9,101	\$602.00
9,201	\$608.00
9,301	\$614.00
9,401	\$620.00
9,501	\$626.00
9,601	\$632.00
9,701	\$638.00
9,801	\$644.00
9,901	\$650.00
\$5.00 PER 100 SQ. FT.	
10,001	\$655.00
10,101	\$660.00
10,201	\$665.00
10,301	\$670.00
10,401	\$675.00
10,501	\$680.00
10,601	\$685.00
10,701	\$690.00
10,801	\$695.00
10,901	\$700.00
11,001	\$705.00
11,101	\$710.00
11,201	\$715.00
11,301	\$720.00
11,401	\$725.00
11,501	\$730.00
11,601	\$735.00
CONTINUE WITHOUT LIMIT AT A RATE OF \$5.00 PER 100 SQUARE FEET	

**BUILDING PERMIT FEES FOR THE CITY OF SUFFOLK
GROUP I - INSTITUTIONAL**

MINIMUM FEE CHARGE IS \$50.00 ADD 2.00% STATE LEVY

<u>SQ.FEET</u>				<u>SQ. FEET</u>				<u>SQ. FEET</u>			
<u>\$10.00 PER 100 SQUARE FEET</u>				<u>FEE</u>				<u>FEE</u>			
0	~	100	\$50.00	3,301	~	3,400	\$302.00	7,101	~	7,200	\$562.00
101	~	200	\$50.00	3,401	~	3,500	\$310.00	7,201	~	7,300	\$568.00
201	~	300	\$50.00	3,501	~	3,600	\$318.00	7,301	~	7,400	\$574.00
301	~	400	\$50.00	3,601	~	3,700	\$326.00	7,401	~	7,500	\$580.00
401	~	500	\$50.00	3,701	~	3,800	\$334.00	7,501	~	7,600	\$586.00
501	~	600	\$60.00	3,801	~	3,900	\$342.00	7,601	~	7,700	\$592.00
601	~	700	\$70.00	3,901	~	4,000	\$350.00	7,701	~	7,800	\$598.00
701	~	800	\$80.00	4,001	~	4,100	\$358.00	7,801	~	7,900	\$604.00
801	~	900	\$90.00	4,101	~	4,200	\$366.00	7,901	~	8,000	\$610.00
901	~	1,000	\$100.00	4,201	~	4,300	\$374.00	8,001	~	8,100	\$616.00
<u>9.00 PER 100 SQ.FT.</u>				4,301	~	4,400	\$382.00	8,101	~	8,200	\$622.00
1,001	~	1,100	\$109.00	4,401	~	4,500	\$390.00	8,201	~	8,300	\$628.00
1,101	~	1,200	\$118.00	4,501	~	4,600	\$398.00	8,301	~	8,400	\$634.00
1,201	~	1,300	\$127.00	4,601	~	4,700	\$406.00	8,401	~	8,500	\$640.00
1,301	~	1,400	\$136.00	4,701	~	4,800	\$414.00	8,501	~	8,600	\$646.00
1,401	~	1,500	\$145.00	4,801	~	4,900	\$422.00	8,601	~	8,700	\$652.00
1,501	~	1,600	\$154.00	4,901	~	5,000	\$430.00	8,701	~	8,800	\$658.00
1,601	~	1,700	\$163.00	<u>\$6.00 PER 100 SQ.FT.</u>				8,801	~	8,900	\$664.00
1,701	~	1,800	\$172.00	5,001	~	5,100	\$436.00	8,901	~	9,000	\$670.00
1,801	~	1,900	\$181.00	5,101	~	5,200	\$442.00	9,001	~	9,100	\$676.00
1,901	~	2,000	\$190.00	5,201	~	5,300	\$448.00	9,101	~	9,200	\$682.00
<u>8.00 PER 100 SQ.FT.</u>				5,301	~	5,400	\$454.00	9,201	~	9,300	\$688.00
2,001	~	2,100	\$198.00	5,401	~	5,500	\$460.00	9,301	~	9,400	\$694.00
2,101	~	2,200	\$206.00	5,501	~	5,600	\$466.00	9,401	~	9,500	\$700.00
2,201	~	2,300	\$214.00	5,601	~	5,700	\$472.00	9,501	~	9,600	\$706.00
2,301	~	2,400	\$222.00	5,701	~	5,800	\$478.00	9,601	~	9,700	\$712.00
2,401	~	2,500	\$230.00	5,801	~	5,900	\$484.00	9,701	~	9,800	\$718.00
2,501	~	2,600	\$238.00	5,901	~	6,000	\$490.00	9,801	~	9,900	\$724.00
2,601	~	2,700	\$246.00	6,001	~	6,100	\$496.00	9,901	~	10,000	\$730.00
2,701	~	2,800	\$254.00	6,101	~	6,200	\$502.00	10,001	~	10,100	\$736.00
2,801	~	2,900	\$262.00	6,201	~	6,300	\$508.00	10,101	~	10,200	\$742.00
2,901	~	3,000	\$270.00	6,301	~	6,400	\$514.00	10,201	~	10,300	\$748.00
3,001	~	3,100	\$278.00	6,401	~	6,500	\$520.00	10,301	~	10,400	\$754.00
3,101	~	3,200	\$286.00	6,501	~	6,600	\$526.00	10,401	~	10,500	\$760.00
3,201	~	3,300	\$294.00	6,601	~	6,700	\$532.00	10,501	~	10,600	\$766.00
				6,701	~	6,800	\$538.00	10,601	~	10,700	\$772.00
				6,801	~	6,900	\$544.00	10,701	~	10,800	\$778.00
				6,901	~	7,000	\$550.00	10,801	~	10,900	\$784.00
				7,001	~	7,100	\$556.00	10,901	~	11,000	\$790.00
								11,001	~	11,200	\$802.00

**BUILDING PERMIT FEES FOR THE CITY OF SUFFOLK
GROUP S - STORAGE**

MINIMUM FEE CHARGE IS \$50.00 ADD 2.00% STATE LEVY

SQ.FEET		FEE	SQ. FEET		FEE	SQ. FEET		FEE	FEE		
<u>\$7.00 PER 100 SQ.FT.</u>			3,701	~	3,800	\$248.00	7,601	~	7,700	\$455.00	
0	~	100	\$50.00	3,801	~	3,900	\$254.00	7,701	~	7,800	\$460.00
101	~	200	\$50.00	3,901	~	4,000	\$260.00	7,801	~	7,900	\$465.00
201	~	300	\$50.00	4,001	~	4,100	\$266.00	7,901	~	8,000	\$470.00
301	~	400	\$50.00	4,101	~	4,200	\$272.00	8,001	~	8,100	\$475.00
401	~	500	\$50.00	4,201	~	4,300	\$278.00	8,101	~	8,200	\$480.00
501	~	600	\$50.00	4,301	~	4,400	\$284.00	8,201	~	8,300	\$485.00
601	~	700	\$50.00	4,401	~	4,500	\$290.00	8,301	~	8,400	\$490.00
701	~	800	\$56.00	4,501	~	4,600	\$296.00	8,401	~	8,500	\$495.00
801	~	900	\$63.00	4,601	~	4,700	\$302.00	8,501	~	8,600	\$500.00
901	~	1,000	\$70.00	4,701	~	4,800	\$308.00	8,601	~	8,700	\$505.00
1,001	~	1,100	\$77.00	4,801	~	4,900	\$314.00	8,701	~	8,800	\$510.00
1,101	~	1,200	\$84.00	4,901	~	5,000	\$320.00	8,801	~	8,900	\$515.00
1,201	~	1,300	\$91.00	<u>\$5.00 PER 1 SQ. FT.</u>			8,901	~	9,000	\$520.00	
1,301	~	1,400	\$98.00	5,001	~	5,100	\$325.00	9,001	~	9,100	\$525.00
1,401	~	1,500	\$105.00	5,101	~	5,200	\$330.00	9,101	~	9,200	\$530.00
1,501	~	1,600	\$112.00	5,201	~	5,300	\$335.00	9,201	~	9,300	\$535.00
1,601	~	1,700	\$119.00	5,301	~	5,400	\$340.00	9,301	~	9,400	\$540.00
1,701	~	1,800	\$126.00	5,401	~	5,500	\$345.00	9,401	~	9,500	\$545.00
1,801	~	1,900	\$133.00	5,501	~	5,600	\$350.00	9,501	~	9,600	\$550.00
1,901	~	2,000	\$140.00	5,601	~	5,700	\$355.00	9,601	~	9,700	\$555.00
<u>\$6.00 PER 100 SQ. FT.</u>			5,701	~	5,800	\$360.00	9,701	~	9,800	\$560.00	
2,001	~	2,100	\$146.00	5,801	~	5,900	\$365.00	9,801	~	9,900	\$565.00
2,101	~	2,200	\$152.00	5,901	~	6,000	\$370.00	9,901	~	10,000	\$570.00
2,201	~	2,300	\$158.00	6,001	~	6,100	\$375.00	<u>\$4.00 PER 100 SQ. FT.</u>			
2,301	~	2,400	\$164.00	6,101	~	6,200	\$380.00	10,001	~	10,100	\$574.00
2,401	~	2,500	\$170.00	6,201	~	6,300	\$385.00	10,101	~	10,200	\$578.00
2,501	~	2,600	\$176.00	6,301	~	6,400	\$390.00	10,201	~	10,300	\$582.00
2,601	~	2,700	\$182.00	6,401	~	6,500	\$395.00	10,301	~	10,400	\$586.00
2,701	~	2,800	\$188.00	6,501	~	6,600	\$400.00	10,401	~	10,500	\$590.00
2,801	~	2,900	\$194.00	6,601	~	6,700	\$405.00	10,501	~	10,600	\$594.00
2,901	~	3,000	\$200.00	6,701	~	6,800	\$410.00	10,601	~	10,700	\$598.00
3,001	~	3,100	\$206.00	6,801	~	6,900	\$415.00	10,701	~	10,800	\$602.00
3,101	~	3,200	\$212.00	6,901	~	7,000	\$420.00	10,801	~	10,900	\$606.00
3,201	~	3,300	\$218.00	7,001	~	7,100	\$425.00	10,901	~	11,000	\$610.00
3,301	~	3,400	\$224.00	7,101	~	7,200	\$430.00	11,001	~	11,100	\$614.00
3,401	~	3,500	\$230.00	7,201	~	7,300	\$435.00	11,101	~	11,200	\$618.00
3,501	~	3,600	\$236.00	7,301	~	7,400	\$440.00	11,201	~	11,300	\$622.00
3,601	~	3,700	\$242.00	7,401	~	7,500	\$445.00	11,301	~	11,400	\$626.00
			7,501	~	7,600	\$450.00	11,401	~	11,500	\$630.00	

CONTINUE WITHOUT LIMIT,
AT A RATE OF \$4.00
PER 100 SQUARE FEET

BUILDING PERMIT FEES FOR THE CITY OF SUFFOLK
 GROUP T - TEMPORARY, MISC., ALTERATIONS, REPAIR,
 ADDITIONS, INSTALLATION, AND COMMERCIAL INTERIOR (ATTACHED)

MINIMUM FEE CHARGE IS \$50.00 ADD 2.00% STATE LEVY

VALUATION		CITY FEE	VALUATION		CITY FEE	VALUATION		CITY FEE			
\$11.00 per \$1000 VALUE											
\$0	~	\$1,000	\$50.00	\$33,001	~	\$34,000	\$215.00	\$74,001	~	\$75,000	\$420.00
\$1,001	~	\$2,000	\$50.00	\$34,001	~	\$35,000	\$220.00	\$75,001	~	\$76,000	\$425.00
\$2,001	~	\$3,000	\$50.00	\$35,001	~	\$36,000	\$225.00	\$76,001	~	\$77,000	\$430.00
\$3,001	~	\$4,000	\$50.00	\$36,001	~	\$37,000	\$230.00	\$77,001	~	\$78,000	\$435.00
\$4,001	~	\$5,000	\$55.00	\$37,001	~	\$38,000	\$235.00	\$78,001	~	\$79,000	\$440.00
				\$38,001	~	\$39,000	\$240.00	\$79,001	~	\$80,000	\$445.00
				\$39,001	~	\$40,000	\$245.00	\$80,001	~	\$81,000	\$450.00
				\$40,001	~	\$41,000	\$250.00	\$81,001	~	\$82,000	\$455.00
				\$41,001	~	\$42,000	\$255.00	\$82,001	~	\$83,000	\$460.00
				\$42,001	~	\$43,000	\$260.00	\$83,001	~	\$84,000	\$465.00
				\$43,001	~	\$44,000	\$265.00	\$84,001	~	\$85,000	\$470.00
				\$44,001	~	\$45,000	\$270.00	\$85,001	~	\$86,000	\$475.00
				\$45,001	~	\$46,000	\$275.00	\$86,001	~	\$87,000	\$480.00
				\$46,001	~	\$47,000	\$280.00	\$87,001	~	\$88,000	\$485.00
				\$47,001	~	\$48,000	\$285.00	\$88,001	~	\$89,000	\$490.00
				\$48,001	~	\$49,000	\$290.00	\$89,001	~	\$90,000	\$495.00
				\$49,001	~	\$50,000	\$295.00	\$90,001	~	\$91,000	\$500.00
				\$50,001	~	\$51,000	\$300.00	\$91,001	~	\$92,000	\$505.00
				\$51,001	~	\$52,000	\$305.00	\$92,001	~	\$93,000	\$510.00
				\$52,001	~	\$53,000	\$310.00	\$93,001	~	\$94,000	\$515.00
				\$53,001	~	\$54,000	\$315.00	\$94,001	~	\$95,000	\$520.00
				\$54,001	~	\$55,000	\$320.00	\$95,001	~	\$96,000	\$525.00
				\$55,001	~	\$56,000	\$325.00	\$96,001	~	\$97,000	\$530.00
				\$56,001	~	\$57,000	\$330.00	\$97,001	~	\$98,000	\$535.00
				\$57,001	~	\$58,000	\$335.00	\$98,001	~	\$99,000	\$540.00
				\$58,001	~	\$59,000	\$340.00	\$99,001	~	\$100,000	\$545.00
				\$59,001	~	\$60,000	\$345.00	CONTINUED NEXT PAGE			
				\$60,001	~	\$61,000	\$350.00				
				\$61,001	~	\$62,000	\$355.00				
				\$62,001	~	\$63,000	\$360.00				
				\$63,001	~	\$64,000	\$365.00				
				\$64,001	~	\$65,000	\$370.00				
				\$65,001	~	\$66,000	\$375.00				
				\$66,001	~	\$67,000	\$380.00				
				\$67,001	~	\$68,000	\$385.00				
				\$68,001	~	\$69,000	\$390.00				
				\$69,001	~	\$70,000	\$395.00				
				\$70,001	~	\$71,000	\$400.00				
				\$71,001	~	\$72,000	\$405.00				
				\$72,001	~	\$73,000	\$410.00				
				\$73,001	~	\$74,000	\$415.00				

BUILDING PERMIT FEES FOR THE CITY OF SUFFOLK
 GROUP T - TEMPORARY, MISC., ALTERATIONS, REPAIR,
 ADDITIONS, INSTALLATION, AND COMMERCIAL INTERIOR (ATTACHED)

MINIMUM FEE CHARGE IS \$50.00 ADD 2.00% STATE LEVY

VALUATION CITY FEE
\$4.00 per \$1000 VALUE

\$100,001	~	\$101,000	\$549.00
\$101,001	~	102,000	\$553.00
\$102,001	~	103,000	\$557.00
\$103,001	~	104,000	\$561.00
\$104,001	~	105,000	\$565.00
\$105,001	~	106,000	\$569.00
\$106,001	~	107,000	\$573.00
\$107,001	~	108,000	\$577.00
\$108,001	~	109,000	\$581.00
\$109,001	~	110,000	\$585.00
\$110,001	~	111,000	\$589.00
\$111,001	~	112,000	\$593.00
\$112,001	~	113,000	\$597.00
\$113,001	~	114,000	\$601.00
\$114,001	~	115,000	\$605.00
\$115,001	~	116,000	\$609.00
\$116,001	~	117,000	\$613.00
\$117,001	~	118,000	\$617.00

CONTINUE AT A RATE OF \$4.00 PER \$1000 VALUE UP TO \$200,000
 OVER \$200,000 SEE APPROPRIATE USE GROUP CATEGORY

ORDINANCE NUMBER _____

AN ORDINANCE APPROVING NEW POSITIONS AND JOB DESCRIPTIONS REGARDING THE FY 2014-2015 OPERATING AND CAPITAL BUDGET AND THE CITY'S FY 2014-2015 CLASSIFICATION AND COMPENSATION PLAN

WHEREAS, the City Council has determined that the performance of City government will be enhanced by the addition of new positions within the City's Compensation Plan; and

WHEREAS, pursuant to § 66-42 of the Code of the City of Suffolk, the City Council shall approve new positions, and pursuant to § 66-42 of the Code of the City of Suffolk, the City Council shall approve reassignments of existing positions to higher or lower pay grades, significant revisions to job descriptions, and new job descriptions; and

WHEREAS, the City Manager is requesting that new positions be approved in the FY 2014-2015 Operating and Capital Budget and the City's Compensation Plan; and

WHEREAS, the City Manager is requesting that the corresponding new job descriptions for new positions be approved as a part of the FY 2014-2015 Operating and Capital Budget and the City's Compensation Plan; and

WHEREAS, the City Manager is requesting that the significant revision to an existing job description be approved as a part of the FY 2014-2015 Operating and Capital Budget and the City's Compensation Plan.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Suffolk, Virginia, that:

1. The job descriptions for new positions of Current Planning Manager, Customer Service Supervisor, Delivery Driver, Environmental Programs Manager, Fire Marshal, Grounds Maintenance Superintendent, Library Associate, Mosquito Control Team Leader, Right of Way Technician, Risk, Benefits and Wellness Manager, Sanitation Supervisor, Visitor Center Supervisor, which are attached as part of this Ordinance, be, and are hereby, approved as part of the FY 2014-2015 Classification and Compensation Plan.
2. The significant revision to an existing job description of Parts and Procurement Specialist which is attached as part of this Ordinance, be, and is hereby, approved as part of the FY 2014-2015 Classification and Compensation Plan.

This Ordinance shall be effective on July 1, 2014, contingent upon the corresponding jobs for the job descriptions being approved in the FY 2014-2015 Operating and Capital Budget being approved, and shall not be published.

READ AND PASSED: _____

TESTE: _____

Erika S. Dawley, City Clerk

Approved as to Form:

Helivi L. Holland
City Attorney

City of Suffolk, Virginia

Classification Description

Classification Title: Current Planning Manager

General Statement of Job

Under limited supervision, performs specialized and professional planning, administration, and research work managing and coordinating the Current Planning section of the Planning division. Work involves managing and coordinating all activities of the Current Planning section, including the coordination, review and approval of all land use applications within the City, which include but are not limited to, rezonings, conditional use permits, major subdivisions, final subdivisions, family transfers, street vacations, wetlands applications and Historic Landmarks Commission applications to accomplish the objectives of current planning. Employee must exercise initiative and independent judgment in ensuring compliance with land use ordinances and codes and established City priorities and policies. Employee is responsible for managing and supervising departmental employees and reports to the Assistant Director of Planning.

Specific Duties and Responsibilities

Essential Functions:

Supervises, directs, and evaluates assigned staff; processes employee concerns and problems; directs work; counsels, disciplines, and completes employee performance appraisals.

Coordinates daily work activities; organizes, prioritizes, and assigns work; monitors status of work in progress and inspects completed work; consults with assigned staff, assists with complex/problem situations, reviews staff reports and staff review comments prepared by staff planners for content and accuracy, and provides professional and technical expertise

Coordinates preparation of various reports of planning and development activities for submission to the Planning Commission, City Council, and other elected and appointed officials and City leadership; prepares various reports associated with special projects and studies conducted by the department, as necessary.

Assists with the preparation and administration of the Planning and Community Development Department's operating and capital improvement plan budgets in regard to needed resources for the Current Planning section.

Assists the public and departmental staff with inquiries related to current planning issues.

Interprets and applies City comprehensive plan, ordinances, and other regulations pertaining to planning, zoning, land use, and site development; assists with implementation of zoning/subdivision ordinances; researches code-related issues in code books as needed; initiates any actions necessary to correct deviations.

Reviews complex development projects for land use applications and makes recommendations based on plans, ordinances, and other regulations. Meets with developers, engineers, citizens and attorneys on proposed development projects.

Performs other advanced planning work as needed.

Collects, analyzes, and maintains statistical data; conducts research of codes, ordinances, zoning maps, planning documents, computer databases, Internet sites, hardcopy materials, or other sources as needed.

Prepares or completes various forms, reports, correspondence, performance appraisals, staff reports, staff review letters, transmittal letters, plans/documents, surety estimates, fee schedules, studies, spreadsheets, or other documents.

Receives various forms, reports, correspondence, payments, administrative applications, technical study reports, comprehensive plans, zoning maps, survey/engineering drawings, technical reports, codes, ordinances, policies, procedures, manuals, directories, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a personal computer, general office equipment, blueprint copier, measuring wheel, soil probe, engineering scale, drafting instruments, or other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, presentation, e-mail, Internet, or other computer programs.

Coordinates planning activities with other divisions, other departments, state/federal programs, outside agencies, or others as needed.

Communicates with supervisor, employees, other departments, City officials, board/commission members, state/federal agencies, land developers, contractors, architects, consultants, attorneys, property owners, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.

Attends various meetings and hearings as needed.

Maintains a comprehensive, current knowledge of applicable codes, regulations, and standards; reviews new codes and changes to existing codes; maintains an awareness of new methods, materials, trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

Additional Duties:

Provides assistance to other employees or departments as needed.

Performs other related work as required.

Minimum Education and Training

Bachelor's degree in Urban/Regional Planning, Public Administration, or closely related field; Master's Degree preferred, supplemented by six (6) to nine (9) years previous experience and/or training that includes urban/regional planning, land use planning, site plan review, and personal computer operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Certification by the American Institute of Certified Planners (AICP) preferred.

Minimum Qualifications and Standards Required

Physical Requirements:

Must be physically able to operate a variety of machines, tools and equipment, such as a computer, printer, fax machine, copy machine, blueprint copier, measuring wheel, soil probe, engineering scale, drafting instruments, calculator, or telephone. Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Data Conception:

Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Interpersonal Communication:

Requires the ability to apply principles of persuasion and/or influence over others in a supervisory capacity.

Language Ability:

Requires the ability to read a variety of informational documentation, maps, site plans, architectural drawings, directions, instructions, methods and procedures. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and well-modulated voice.

Intelligence:

Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

Verbal Aptitude:

Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Numerical Aptitude:

Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

Form/Spatial Aptitude:

Requires the ability to inspect items for proper length, width, and shape, visually with job-related equipment.

Motor Coordination:

Requires the ability to coordinate hands and eyes in using job-related equipment.

Manual Dexterity:

Requires the ability to handle a variety of items, job-related equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination:

May require the ability to differentiate colors and shades of color.

Interpersonal Temperament:

Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal stress when confronted with an emergency.

Physical Communication:

Requires the ability to talk and/or hear (talking - expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear).

Performance Evaluation Criteria

Job Knowledge:

Has considerable knowledge of the policies, procedures, and activities of the City and of departmental practices as they pertain to the performance of duties relating to the position of Current Planning Manager. Has considerable knowledge of the principles, practices, and objectives associated with urban/regional planning. Has knowledge of the current literature, trends, and developments in the field of urban planning. Has considerable general knowledge of the environmental and socioeconomic implications of the planning process. Has considerable knowledge of practices and methods associated with review of land use applications, site plans, subdivision plats, zoning applications, and related documents for compliance with applicable ordinances. Has considerable knowledge of the geographic and socio-economic layout of the City. Has considerable general knowledge of governmental programs, laws, grants and services pertinent to the planning process. Has considerable knowledge of City zoning ordinances and codes, and related land use regulations. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Knows how to keep abreast of any changes in policy, methods, computer operations, equipment needs, policies, etc., as they

pertain to departmental operations and activities. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has knowledge of the principles of supervision, and is able to effectively lead, motivate and evaluate lower-level planning staff. Is able to effectively communicate and interact with subordinates, supervisors, members of the general public, and all other groups involved in the activities of the department. Is able to exercise considerable tact and courtesy in contact with municipal, State, and Federal officials and with the general public. Is able to establish and maintain effective working relationships as necessitated by work assignments. Is skilled in the collection, analysis and presentation of technical data and planning recommendations. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Is able to use independent judgment and work with little direct supervision as situations warrant. Has the mathematical ability to handle required calculations. Is knowledgeable and proficient with computers and software programs typically utilized in the position. Is able to use manual and automated drafting tools and equipment. Is able to read, understand, and interpret maps, blueprints, technical reports, and related materials.

Quality of Work:

Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all City departments/divisions, co-workers, and the general public.

Quantity of Work:

Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities."

Dependability:

Assumes responsibility for doing assigned work and meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, City policy, standards, and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human, and conceptual areas.

Attendance:

Attends work regularly and adheres to City policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm:

Maintains an enthusiastic, self-reliant, and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for completion of work with a minimum of supervision and instruction.

Judgment:

Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective

policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations, and alternatives before exercising judgment.

Cooperation:

Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with City policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the City.

Relationships:

Shares knowledge with supervisors and staff for mutual and City benefit. Contributes to maintaining high morale among all City employees. Develops and maintains cooperative and courteous relationships with department employees, staffers, managers in other departments, representatives from organizations, and the general public so as to maintain good will toward the City and project a good City image. Tactfully and effectively handles requests, suggestions, and complaints from other departments and persons in order to maintain good will within the City. Interacts effectively with fellow employees, supervisor, professionals, and the general public.

Coordination of Work:

Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions, and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

Safety:

Adheres to all safety and housekeeping standards established by the City and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

Planning:

Plans, directs and uses information effectively in order to enhance activities and production of the department. Knows and understands the expectations of the City regarding the activities of the department and works to see that these expectations are met. Designs and formulates ways, means, and timing to achieve the goals and objectives of the department and the City. Within the constraints of City policy, formulates the appropriate strategy and tactics for achieving departmental and City objectives. Organizes, arranges and allocates manpower, financial, and other designated resources in an efficient and effective way so as to achieve the goals and objectives of the department and City.

Organizing:

Organizes work and that of subordinate staff well. Ensures that staff members know what results are expected of them and that they are regularly and appropriately informed of all City and department matters affecting them and/or of concern to them.

Staffing:

Works with other City officials and management to select and recommend employment of personnel for the department who are qualified both technically and philosophically to meet the needs of the department and the City. Personally directs the development and training of department personnel in order to ensure that they are properly inducted, oriented and trained.

Leading:

Provides a work environment which encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership and how such principles are to be applied. Provides adequate feedback to staff so that they know whether their performance levels are satisfactory. Commends and rewards employees for outstanding performance yet does not hesitate to take disciplinary action when necessary. Exercises enthusiasm in influencing and guiding others toward the achievement of City goals and objectives.

Controlling:

Provides a work environment which is orderly and controlled. Coordinates, audits and controls manpower and financial resources efficiently and effectively. Coordinates, audits, and controls the utilization of materials and equipment efficiently and effectively. Has a clear and comprehensive understanding of City standards, methods and procedures.

Delegating:

Assigns additional duties to staff as necessary and/or appropriate in order to meet department goals, enhance staff abilities, build confidence on the job, and assist staff members in personal growth. Has confidence in staff to meet new or additional expectations.

Decision Making:

Uses discretion and judgment in developing and implementing courses of action affecting the department. When a particular policy, procedure, or strategy does not appear to be achieving the desired result, moves decisively and definitively to develop and implement alternatives.

Creativity:

Regularly seeks new and improved methodologies, policies, and procedures for enhancing the effectiveness of the department and City. Employs imagination and creativity in the application of duties and responsibilities. Is not adverse to change.

Human Relations:

Strives to develop and maintain good rapport with all staff members. Listens to and considers suggestions and complaints and responds appropriately. Maintains the respect and loyalty of staff.

Policy Implementation:

Has a clear and comprehensive understanding of City policies regarding the department and City function. Adheres to those policies in the discharge of duties and responsibilities and ensures the same from subordinate staff.

Policy Formulation:

Keeps abreast of changes in operating philosophies and policies of the City and continually reviews department policies in order to ensure that any changes in City philosophy or practice are appropriately incorporated. Also understands the relationship between operating policies and practices and department morale and performance. Works to see that established policies enhance same.

City of Suffolk, Virginia

Classification Description

Classification Title: Customer Service Supervisor

General Statement of Job

Under general supervision, performs supervisory, administrative, and technical work supervising the dispatchers and inspectors for the Sanitation Division of the City of Suffolk. Work involves managing the budget, staff and other resources of the Sanitation Division; assisting in the development of budgetary requirements; and providing for the most efficient operation. Reports to the Public Works General Manager.

Specific Duties and Responsibilities

Essential Functions:

Supervises employees, which involves such duties as instructing, assigning and reviewing work, maintaining standards, acting on employee problems, selecting new employees, appraising employee performance, recommending promotions, discipline, termination and salary increases.

Manages dispatch and inspections for the residential trash and debris pick-up program for approximately 60,000 residents, including bulk collection and residential service calls. Coordinates provision of services with Sanitation Supervisor.

Supervises the preparation of billing invoices for sanitation services. Oversees the preparation of purchase order and payment requisitions. Coordinates with Finance, Purchasing and the Treasurer's office in support of these functions.

Assists the Sanitation Supervisor in the provision of dumpster services for dumpsters placed and maintained by the City, including routinely scheduled weekly and monthly dumps and seasonal dumps for schools and parks.

Assists the Sanitation Supervisor in coordinating sanitation requirements for special events throughout the city. Assists in the planning and preparation of areas for special events, including coordination with contractors and provision of personnel and necessary materials.

Prepares reports for performance and budget. Oversees development of production reports of daily operations, as well as monthly and annual reports.

Analyzes operations; coordinates with the Sanitation Supervisor to ensure that improvements are made that will increase efficiency and effectiveness.

Performs or supervises the administrative tasks necessary to maintain a full staff of sanitation workers for the division. Coordinates with Human Resources and the Sanitation Supervisor to accomplish this function.

Interacts and communicates with various groups and individuals such as Public Works Operations Manager, citizens, co-workers, subordinates, and the general public.

Additional Duties:

Performs other related work as required.

Minimum Education and Training

Graduation from high school and four (4) years of experience in sanitation, and/or landfill operations, including at least two (2) years in a dispatcher/customer service position; or any equivalent combination of training and experience that provides the required knowledge, skills and abilities. Requires a valid driver's license.

Minimum Qualifications and Standards Required

Physical Requirements:

Must be physically able to operate a variety of machinery and equipment including automated office equipment such as copiers and calculators. Must be physically able to operate a motor vehicle. Must be able to exert a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for periods of time.

Data Conception:

Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication:

Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments and/or directions to subordinates, and receiving instructions, assignments, and/or directions from supervisors.

Language Ability:

Requires the ability to read a variety of correspondence, reports, forms, etc. Requires the ability to prepare a variety of correspondence, reports, forms, charts, etc., using prescribed formats. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence:

Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude:

Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages, including engineering and mechanical terminology.

Numerical Aptitude:

Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide.

Form/Spatial Aptitude:

Requires the ability to inspect items for proper length, width and shape.

Motor Coordination:

Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity:

Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination and Visual Acuity:

Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament:

Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under moderate levels of stress and when confronted with persons acting under stress.

Physical Communication:

Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

Performance Evaluation Criteria

Job Knowledge:

Has thorough knowledge of the methods, policies, and procedures of the Public Works Department as they pertain to the performance of duties of the Customer Service Supervisor. Has general knowledge of the principles of supervision, organization and administration. Is able to direct and coordinate the work of sanitation employees. Is able to exercise independent judgment and initiative in applying standards to a variety of work situations. Is able to maintain work records and prepare written reports of activities. Is able to research program documents and narrative materials, and to compile reports from information gathered. Is able to make administrative decisions independently in accordance with laws, regulations, and policies and procedures, and to solve problems, and answer questions. Is able to develop and modify work procedures, methods and processes to improve efficiency. Is able to communicate effectively orally and in writing. Is able to establish and maintain effective working relationships as necessitated by work assignments.

Quality of Work:

Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all departments and divisions, co-workers, and the general public.

Quantity of Work:

Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities."

Dependability:

Assumes responsibility for doing assigned work and meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Attendance:

Attends work regularly and adheres to policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm:

Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for completion of work with a minimum of supervision and instruction.

Judgment:

Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to

problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

Cooperation:

Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the City.

Relationships:

Shares knowledge with supervisors and staff for mutual benefit. Contributes to maintaining high morale among employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

Coordination of Work:

Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines, and events.

Safety:

Adheres to all safety and housekeeping standards established by the City and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

Planning:

Plans, coordinates and uses information effectively in order to enhance activities and production. Knows and understands expectations regarding such activities and works to ensure such expectations are met. Develops and formulates ways, means and timing to achieve the goals and objectives. Effectively and efficiently organizes, arranges and allocates manpower, financial and other designated resources to achieve such goals and objectives.

Organizing:

Efficiently organizes work and that of subordinate staff well. Ensures that personnel understand what results are expected of them and that each are regularly and appropriately informed of all matters affecting them and/or of concern to them.

Staffing:

Works with upper management, where appropriate, to select and recommend employment of qualified personnel. Personally directs the development and training of division personnel under charge, ensuring their induction, orientation and training.

Leading:

Provides a work environment, which encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership and how such principles are to be applied. Provides adequate feedback to personnel under charge concerning their performance. Commends and rewards employees under charge for outstanding performance, and takes timely and appropriate disciplinary action as necessary. Exercises enthusiasm in influencing and guiding others toward the achievement of established goals and objectives.

Controlling:

Provides a work environment that is orderly and controlled. Coordinates, audits and controls manpower and financial resources efficiently and effectively. Coordinates, audits, and controls the utilization of materials and equipment efficiently and effectively. Has a clear and comprehensive understanding of established standards, methods and procedures.

Delegating:

Assigns additional duties as necessary and/or appropriate in order to meet goals, enhance the abilities of personnel under charge, build their confidence and assist them in personal growth. Has confidence in staff to meet new or additional expectations.

Decision Making:

Exercises discretion and judgment in developing and implementing courses of action affecting functions under charge. Recognizes when a particular policy, procedure or strategy does not foster the desired result, moves decisively and explicitly to develop and implement alternatives.

Creativity:

Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness functions under charge. Employs imagination and creativity in the application of duties and responsibilities. Is not averse to change that supports achievement of goals and objectives.

Human Relations:

Strives to develop and maintain excellent rapport with personnel under charge. Listens to and considers their suggestions and complaints and responds appropriately. Establishes a work environment to promote and maintain mutual respect.

Policy Implementation:

Has a clear and comprehensive understanding of policies regarding functions under charge and the function of the organization. Adheres to policies in the discharge of duties and responsibilities and ensures the same from personnel under charge.

Policy Formulation:

Maintains awareness of changes in operating philosophies and policies and routinely reviews policies to ensure that any changes in philosophy or practice are appropriately incorporated into functions under charge. Recognizes and understands the relationship between operating policies and practices and morale and performance. Strives to ensure that established policies enhance same.

City of Suffolk, Virginia

Classification Description

Classification Title: Delivery Driver

General Statement of Job

Under general supervision, operates a City vehicle for transportation of items for the Suffolk Public Library. Work involves maintaining a variety of records and reports on mileage, state inspection, fuel, and general condition of vehicles. Employee must exercise considerable tact and courtesy in frequent contact with the general public. Reports to a Librarian II.

Specific Duties and Responsibilities

Essential Functions:

Drives city vehicle on assigned route between library locations and other destinations as needed.

Delivers items (e.g. books, magazines, furniture, shelving, etc.) from one library location to another, in addition to alternate locations.

Maintains accurate records and reports concerning mileage, state inspection, fuel consumption, and general condition of vehicle.

Assumes responsibility for care and maintenance of assigned city vehicle, and cleans interior; drives vehicle to garage for washing, maintenance and repair, as necessary. Examines assigned vehicles and reports any defects to management.

Additional Duties:

Exercises initiative and independent judgment in handling unusual events or circumstances.

Performs other related duties as required.

Minimum Education and Training

Graduation from high school and some experience in the operation of automotive equipment; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities. Requires a valid driver's license.

Minimum Qualifications and Standards Required

Physical Requirements:

Must be physically able to operate a city vehicle. Must be able to exert up to 100 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are categorized as Moderate Work

usually requiring the use of arm and/or leg controls to exert forces to lift and move items that may be stand alone or in boxes, crates, or bins and may weigh up to 100 pounds.

Data Conception:

Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication:

Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving instructions, assignments or directions from superiors.

Language Ability:

Requires the ability to read reports and correspondence. Requires the ability to prepare correspondence, reports, forms, etc., using prescribed formats.

Intelligence:

Requires the ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagrammatic form; to deal with problems involving several concrete variable in or from standardized situations.

Verbal Aptitude:

Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

Numerical Aptitude:

Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide.

Form/Spatial Aptitude:

Requires the ability to inspect items for proper length, width and shape.

Motor Coordination:

Requires the ability to coordinate hands and eyes rapidly and accurately in operating a vehicle.

Manual Dexterity:

Requires the ability to handle items such as vehicle and its operating equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination:

Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament:

Must be adaptable to performing under stress and when confronted with stressful and/or emergency situations.

Physical Communication:

Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.)

Performance Evaluation Criteria

Job Knowledge:

Has working knowledge of the rules and regulations involved in the safe and efficient operation of automotive equipment, especially larger delivery vehicles. Has some knowledge of basic automotive maintenance procedures. Is able to safely operate a vehicle over an assigned route. Is able to maintain simple records. Is able to exercise independent judgment in handling unusual situations as they arise. Is able to understand and follow oral instructions. Is able to memorize a standardized route of travel. Is able to exercise considerable tact and courtesy in frequent contact with the general public. Is able to establish and maintain effective working relationships as necessitated by work assignments. Is able to manage time and resources to execute an effective delivery schedule and adapt to disruptions and unexpected scenarios.

Quality of Work:

Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts within department and division, and with co-workers and the general public.

Quantity of Work:

Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities."

Dependability:

Assumes responsibility for doing assigned work and meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, City policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Attendance:

Attends work regularly and adheres to City policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm:

Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for completion of work with a minimum of supervision and instruction.

Judgment:

Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

Cooperation:

Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with City policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons within the department.

Relationships:

Shares knowledge with supervisors and staff for mutual and departmental benefit. Contributes to maintaining high morale among all department employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, and the general public so as to maintain good will toward the department and project a good departmental image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within the City. Interacts effectively with fellow employees, passengers, Senior Bus Operator, professionals and the general public.

Coordination of Work:

Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

Safety:

Adheres to all safety and housekeeping standards established by the City and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

City of Suffolk, Virginia

Classification Description

Classification Title: Environmental Programs Manager

General Statement of Job

Under minimal supervision, performs professional and technical work administering and managing the environmental protection programs for water resources and other associated programs or projects of which the City of Suffolk participates including, but not limited to, stormwater management program, erosion and sediment control program, nutrient management, and TMDL programs and responses, water monitoring, recycling and litter control, and mosquito control. Work involves administrative work assisting with budgeting and staff supervision for the assigned program areas. Work also involves the management of capital improvement projects that have a significant environmental aspect. Work also involves providing technical support in responding to citizen concerns pertaining to environmental programs. Reports to the Public Works Engineering Manager.

Specific Duties and Responsibilities

Essential Functions:

Manages the environmental protection programs of water resources for the City, including administering contracts and managing the design of complex capital improvement projects, to ensure compliance with local, state, and federal requirements.

Performs management of the City's various stormwater related programs; provides technical support for development of a Stormwater Quality Management Program to comply with requirements of the National Pollutant Discharge Elimination System permit; Assists in reviews of technical calculations related to stormwater management.

Receives, investigates and responds to citizen inquiries or complaints regarding environmental programs or issues; investigates complaints, confers with parties involved, and addresses issues as appropriate; provides information, researches problems, and initiates problem resolution.

Provides information, education, and technical assistance to the public; meets with local businesses or citizen groups affected by City projects; assists with preparation and delivery of public presentations and briefings to City officials, community organizations, or other individuals/groups.

Tracks legislative measures related to environmental program areas and reviews and summarizes existing environmental regulations to ensure compliance by the City. Investigates options and develops strategies to comply with regulatory requirements.

Supervises/coordinates inspection/field services for environmental programs and capital improvement projects and private development projects; coordinates work activities with assigned staff to enforce objectives of City codes and programs.

Coordinates projects, activities, permitting, and compliance with issues with other federal, state, local, and/or private agencies (such as Army Corps of Engineers, Environmental Protection Agency (EPA), Virginia Department of Transportation (VDOT), Virginia Department of Health, Hampton Roads Sanitation District (HRSD), Department of Environmental Quality (DEQ), Department of Conservation and Recreation (DCR), and others.)

Attends regional meetings and events on behalf of the Department or City.

Performs supervisory duties for assigned staff including selection of personnel, completing performance evaluation and coaching, providing training, performing disciplinary actions and counseling, and providing the approval of leave requests and timesheets.

Assists in the preparation of the budget for the stormwater utility and participates in developing budgetary strategies for mosquito control and other environmental program areas. Administers capital projects as assigned. Prepares grant proposals as assigned.

Establishes policies for acquiring and maintaining technical assets such as GIS, database and emerging environmental technologies to ensure the effective utilization of such technologies.

Establishes policies and practices for the city wide mosquito control program.

Prepares or completes various forms, reports, correspondence, logs, feasibility analyses, technical calculations, permits, citations, applications, bid documents, bid specifications, requests for proposal, bid summaries, contracts, drainage studies, cost estimates, time sheets, grant proposals, designs/drawings, spreadsheets, presentations, or other documents.

Receives various forms, reports, correspondence, commercial construction site plans, subdivision construction site plans, blueprints, preliminary subdivision plats, land clearing plans, erosion and sediment control plans, , contracts, change order requests, payment requests, storm drainage plans, stormwater management calculations, City codes, engineering standards, policies, procedures, professional literature, product literature, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new methods, materials, trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

Additional Duties:

Performs other related work as required.

Minimum Education and Training

Bachelor's degree in Environmental Science, Civil Engineering, or closely related field; supplemented by six (6) years previous experience and/or training that includes project management for environmental programs and projects involving stormwater management, erosion and sediment control, and other environmental emphasis programs; or any equivalent combination of training and experience which provides the requisite knowledge, skills, and

abilities for this job. Requires a valid driver's license. Requires certifications as follows: DEQ Certified Project Inspector for ESC, DEQ Certified Project Inspector for SWM, DEQ Certified Plan Reviewer for ESC, and DEQ Certified Plan Reviewer for SWM. Prefers certifications as follows: DEQ Certified Program Administrator; DEQ Certified Program Administrator for SWM; Virginia Professional Engineer License.

Minimum Qualifications and Standards Required

Physical Requirements: Must be physically able to operate a variety of machinery, tools and equipment, such as a motor vehicle, printer, plotter, copy machine, blueprint/plan copier, fax machine, telephone, cellular telephone, two-way radio, pager or measuring devices. Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of heavy weight (21 to 50 pounds).

Data Conception: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Interpersonal Communication: Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.

Language Ability: Requires the ability to read a variety of informational and technical documentation, directions, instructions, and methods and procedures. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and well-modulated voice.

Intelligence: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems. Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Numerical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; the ability to interpret graphs; the ability to calculate surface areas, volumes, weights, and measures; the ability to perform moderately complex algebraic and geometric operations; and interpret statistical calculations.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape, visually with a measuring instrument.

Motor Coordination: Requires the ability to coordinate hands and eyes in using job-related equipment and in driving a motor vehicle.

Manual Dexterity: Requires the ability to handle a variety of items, job-related equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have moderate levels of eye/hand/foot coordination.

Color Discrimination: May require the ability to differentiate colors and shades of color in order to understand maps, charts, graphs, etc.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal stress when confronted with an emergency.

Physical Communication: Requires the ability to talk and/or hear (talking - expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear).

Performance Evaluation Criteria

Knowledge of Job: Has considerable knowledge of complex environmental and technical concepts as they pertain to the performance of duties relating to the position of Environmental Programs Manager. Has considerable knowledge of principles, practices, and procedures in relation to stormwater systems, erosion and sediment control requirements, and other environmental programs. Has knowledge of project management practices and methods in relation to environmental projects. Has the ability to read and interpret various types of technical documents, such as contracts, engineering plans, commercial site plans, subdivision plats and site plans, blueprints, flood maps, or specifications. Has the ability to review design and construction of facilities, soil erosion and sediment control, site and right-of-way drainage, and other environmental issues. Has the ability to make judgments/decisions in evaluating field and site plan problems. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Knows how to keep abreast of any changes in policy, methods, computer operations, equipment needs, policies, etc., as they pertain to departmental operations and activities. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Is able to effectively communicate and interact with supervisors, contractors, members of the general public, and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Is able to use independent judgment and work with little direct supervision as situations warrant. Has the mathematical ability to develop complex formulas and handle required calculations, and is able to explain the theoretical basis for formulas used. Is knowledgeable and proficient with computers and related software programs. Is able to read, understand, and interpret technical reports and related materials.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all City departments/divisions, co workers, and the general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities."

Dependability: Assumes responsibility for doing assigned work and meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, City policy,

standards, and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human, and conceptual areas.

Attendance: Attends work regularly and adheres to City policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self reliant, and self starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations, and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with City policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the City.

Relationships with Others: Shares knowledge with supervisors and staff for mutual and City benefit. Contributes to maintaining high morale among all City employees. Develops and maintains cooperative and courteous relationships with department employees, staffers, managers in other departments, representatives from organizations, and the general public so as to maintain good will toward the City and project a good City image. Tactfully and effectively handles requests, suggestions, and complaints from other departments and persons in order to maintain good will within the City. Interacts effectively with fellow employees, supervisor, professionals, and the general public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions, and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

Safety: Adheres to all safety and housekeeping standards established by the City and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

City of Suffolk, Virginia

Classification Description

Classification Title: Fire Marshal

General Statement of Job

Under limited supervision, coordinates and supervises the activities of the Fire Marshal's Office to include fire and life safety education, fire code compliance, and fire/explosion/hazardous materials investigations. Performs technical and specialized inspections and investigations. Work involves investigating and determining origin and cause of fires and explosions, and conducting arson investigations; inspecting buildings and construction plans to enforce State and local fire codes; and making public presentations to promote fire safety awareness. Employee is also responsible for assisting with response to hazardous material spills and acting as liaison to other governmental agencies in such incidents. Employee must exercise initiative and independent judgment in all phases of work. Employee must also exercise tact, courtesy and firmness in frequent contact with the public. Reports to a Deputy Fire Chief.

Specific Duties and Responsibilities

Essential Functions:

Responds to scenes of fire, explosion, hazardous materials release, and threats to bomb/burn to examine scene, collect evidence, question witnesses and document incident; investigates fires of suspicious nature to determine origin and cause; coordinates investigations with federal, State and local law enforcement personnel, as necessary, to prepare for prosecution in criminal cases; testifies in court as to conclusions drawn from investigations, as necessary; and prepares reports and records of investigations.

Inspects commercial establishments and multi-family residences to determine the existence of fire hazards, the efficiency of fire protection equipment and general compliance with City fire codes and fire prevention standards; inspects private residences as requested or in response to complaint; issues citations for violations of fire codes and standards, as necessary; conducts pre-fire surveys detailing physical layout of structures for inclusion in City emergency response data base.

Advises owners, builders and contractors on fire safety, and reviews and processes plans and specifications submitted for building permits, checking for compliance with existing codes and standards; conducts technical inspections of new building construction or old building modification for conformance with City fire codes; inspects all work upon completion, giving final approval that work is safe.

Appears before civic, community, school, business and industry, and other interested groups to deliver visual demonstrations, talks and films, and performs other public relations and educational activities in programs to improve consciousness of fire prevention and safety.

Responds to scenes of hazardous material response operations, advising incident commander on tactics and compliance with SARA Title III rules and regulations; coordinates response with

federal, State and local agencies, as appropriate.

Prepares and maintains various records and reports pertaining to activities and fire inspection and prevention programs.

Supervises, guides, and directs staff assigned to the Fire Marshal's Office; establishes day-to-day operating policies and procedures, and plans daily activities; handles disciplinary matters and performs performance reviews for assigned staff.

Additional Duties:

Performs other related work as required.

Minimum Education and Training

Graduation from high school or GED, supplemented by specialized training in fire prevention and hazardous material response, and 6 to 9 years experience in structural inspections, fire prevention, fire investigation, or related work, or any equivalent combination of training and experience which provides the required skills, knowledge and abilities. Requires a valid driver's license.

Special Requirements

Certification by the Commonwealth of Virginia as a Fire Investigator (1033), Fire Inspector (1031), and Hazardous Materials-Operations. Must obtain Law Enforcement certification in accordance with Title 27 of the Code of Virginia within 24 months of appointment. Must obtain Advanced Code Official certification within 12 months of appointment.

Minimum Qualifications and Standards Required

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including various fire-fighting and emergency response equipment, audio-visual equipment, and common office equipment, etc. Must be able to exert up to 150 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. The job is rated as very heavy work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving instructions, assignments or directions to subordinates or assistants, and receiving instructions, assignments or directions from superiors.

Language Ability: Requires the ability to read a variety of reports, correspondence, charts, forms, permits, etc. Requires the ability to prepare correspondence, reports, forms, permits, etc., using prescribed formats. Requires the ability to speak before groups of people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of rational systems to solve practical

problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including emergency response codes, and fire, medical and legal terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; understand and apply the theories of algebra and geometry; understand and apply statistical theory.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment and fire fighting equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as fire fighting equipment and office equipment. Must have levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with emergency situations.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via a telephone or two-way radio.

Performance Evaluation Criteria

Knowledge of Job: Has thorough knowledge of fire safety laws, rules and regulations and City fire codes. Has thorough knowledge of the principles and practices of fire safety, inspection techniques and municipal buildings. Has thorough knowledge of federal, state and local laws, regulations, policies and procedures of hazardous material containment and cleanup. Has considerable knowledge of the principles, methods and equipment used in fire fighting, fire prevention, rescue operations and hazardous material response. Has considerable knowledge of applicable laws and ordinances and of departmental policies, procedures and regulations. Has considerable knowledge of the types of industrial and commercial operations common to the City and the associated potential fire hazards. Has considerable knowledge of basic fire fighting and fire prevention principles and practices. Has considerable knowledge of fire sprinkler systems, standpipe systems, stationary fire pumps, fire hydrant systems and fire wells. Has considerable knowledge of fire training practices, techniques and fire prevention methods. Has considerable knowledge of the current literature, trends and developments in the fields of fire prevention and hazardous material response. Has general knowledge of departmental policies, rules, regulations and procedures. Has working knowledge of building, electrical and plumbing codes applicable to fire inspections. Is able to recognize existing and potential fire hazards. Is able to interpret and enforce regulations firmly, impartially and tactfully. Is able to conduct inspections in a manner best designed to secure compliance with acceptable standards, and to prepare clear and

comprehensive reports of inspection activities. Is able to exercise considerable tact, courtesy and firmness in discussions with contractors, builders and owners regarding the approval or disapproval of submitted plans. Is able to prepare and maintain routine work records and reports. Is able to instruct in modern fire prevention principles, practices, and procedures. Is able to represent the department effectively in public, to enlist cooperation in its programs, and to present its programs effectively in public meetings. Is able to effectively express ideas orally and in writing. Is able to establish and maintain effective working relationships as necessitated by work assignments.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts within department and division, and with co-workers and the general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities."

Dependability: Assumes responsibility for doing assigned work and meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, City policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends work regularly and adheres to City policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with City policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons within the department.

Relationships with Others: Shares knowledge with supervisors and staff for mutual and departmental benefit. Contributes to maintaining high morale among all department employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, and the general public so as to maintain good will toward the department and project a good departmental image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within the City. Interacts effectively with

fellow employees, Fire Chief, professionals and the general public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the City and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

City of Suffolk, Virginia

Classification Description

Classification Title: Grounds Maintenance Superintendent

General Statement of Job

Under limited direction, plans, oversees, and implements the design, procurement, installation and maintenance of the grounds of all City buildings, facilities, parks, and gateway corridors. Manages landscape designs and irrigation systems and reviews all plans to make recommendations for landscaping at existing and new buildings and facilities. Supervises and directs the activities of subordinate personnel. Performs related administrative tasks. Reports to the Parks Manager.

Specific Duties and Responsibilities

Essential Functions:

Prepare landscape designs for installation around City buildings, facilities, parks and gateways.

Maintains inventory records of equipment and material.

Coordinating with contractors for contracted landscape areas.

Oversee application of and apply herbicides.

Supervises, directs, and evaluates assigned staff; processes employee concerns and problems; directs work; counsels, disciplines, and conducts evaluations; coordinates, work; organizes priorities and assigns work; provides technical expertise; ensures compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures.

Ensures adherence to established safety procedures; monitors work environment and use of safety equipment; ensures safety of employees and other individuals; initiates actions necessary to correct deviations or violations.

Develops work plans and schedules for crews; oversees work of consultants and contractors.

Plans and oversees the design, procurement, installation and maintenance of trees, shrubs and plants; investigates sites; works with contractors; prepares and reviews plans; meets with project managers and officials of other agencies; orders plants; coordinates plantings; designs and operates irrigation equipment; prepares and follows maintenance schedules; trims, prunes, and applies herbicides and pesticides.

Monitors the health and safety of trees, shrubs, and plantings on City property and rights-of-way.

Performs various related administrative tasks; attends meetings; records and tracks maintenance activities; determines cost of production; compiles program budget information; monitors expenditures; prepares reports; composes correspondence.

Operates a digital camera, sprayers, irrigation equipment, chainsaws, mowers, tillers, edgers, digital GPS, and other heavy equipment such as backhoes, boom trucks, bucket trucks, chippers, stump grinders, etc., and a personal computer with software programs to include word processing, desktop publishing, spreadsheet, e-mail and other programs.

Communicates with supervisors, employees, other departments, contractors, vendors, the public and outside agencies; attends various meetings as required.

Coordinates special projects with outside agencies, garden clubs, gardeners, and citizens.

Additional Duties:

Maintains existing landscape through proper pruning, edging, weeding, spraying, fertilizing and mulching; waters trees and plants when necessary.

Performs other related duties as required.

Minimum Education and Training

Bachelor's degree in horticulture with a minimum of five years of experience in horticultural operations, nursery management or landscape management with a minimum of two years of experience at the supervisory level; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Requires a valid commercial driver's license class A. Prefers certifications as follows: Commercial Pesticide Applicator, Virginia Nurseryman, Arborist, Master Gardener and Chain Saw operator.

Minimum Qualifications and Standards Required

Physical Requirements: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Data Conception: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Interpersonal Communication: Requires the ability to apply principles of persuasion and/or influence over others in a supervisory capacity.

Language Ability: Requires the ability to read a variety of reports, informational and technical documentation, directions, instructions, and methods and procedures. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and well-modulated voice.

Intelligence: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

Verbal Aptitude Requires the ability to utilize a wide variety of reference and descriptive data and information.

Numerical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape, visually with job-related equipment.

Motor Coordination: Requires the ability to coordinate hands and eyes in using job-related office and maintenance equipment.

Manual Dexterity: Requires the ability to handle a variety of items, job-related equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: May require the ability to differentiate colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal stress when confronted with an emergency.

Physical Communication: Requires the ability to talk and/or hear (talking - expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear).

Performance Evaluation Criteria

Knowledge of Job: Has thorough knowledge of the policies, procedures, and activities of the City and or departmental practices as they pertain to the performance of duties relating to the position of Grounds Maintenance Superintendent. Understands the principles of supervising a work group and is able to provide effective supervision to assigned personnel. Has the ability to perform supervisory and administrative work to plan, oversee, and implement the design, procurement, installation and maintenance of trees, shrubs, and plants within City buildings, facilities, gateways and parks. Has the knowledge and expertise to manage existing and develop new landscape designs. Is able to manage and update irrigation systems as required. Has professional and organizational ability to perform related administrative tasks. Has the ability to coordinate special projects with outside agencies, garden clubs, gardeners, and citizens. Has the organizational and management skills to plan, schedule, supervise, and inspect the work of staff members and contractors. Is knowledgeable of the abilities of assigned employees and is able to assign tasks appropriately. Has comprehensive knowledge of the terminology, principles and methods utilized within the department. Knows how to keep abreast of any changes in policy, methods, administrative changes, or related operations updates as they pertain to departmental operations and activities. Is able to implement policy changes within the department and ensure adherence to all established guidelines, procedures and policies. Is able to effectively communicate and interact with subordinates, supervisors and members of

the general public, and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear, and effective manner. Is able to use independent judgment and work with little direct supervision as situations warrant. Has the mathematical ability to perform required calculations. Is knowledgeable and proficient with computers and software programs typically utilized in the position. Is able to read, understand, and interpret technical reports and related materials.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all departments/divisions, co-workers, and the general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities."

Dependability: Assumes responsibility for doing assigned work and meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, policies, standards, and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human, and conceptual areas.

Attendance: Attends work regularly and adheres to policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant, and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations, and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments.

Relationships with Others: Shares knowledge with supervisors and staff for mutual and organizational benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships with department employees, staffers, managers in other departments, representatives from organizations, and the general public so as to maintain good will toward the organization and project a good image. Tactfully and effectively handles requests, suggestions, and complaints from other departments and persons in order to maintain good will within the organization. Interacts effectively with fellow employees, supervisor, professionals, and the general public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions, and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the organization and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

Planning: Plans, coordinates and uses information effectively to enhance activities and production. Knows and understands expectations regarding such activities and works to ensure such expectations are met. Develops and formulates ways, means and timing to achieve established goals and objectives. Effectively and efficiently organizes, arranges and allocates manpower, financial and other designated resources to achieve such goals and objectives.

Organizing: Efficiently organizes own work and that of subordinate staff. Ensures that personnel understand what results are expected of them, and that each is regularly and appropriately informed of all matters affecting or of concern to them.

Staffing: Works with upper management, where appropriate, to select and recommend employment of qualified personnel. Personally directs the development and training of personnel under charge, ensuring their proper induction, orientation and training.

Leading: Provides a work environment which encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership and how such principles are to be applied. Provides adequate feedback to personnel under charge concerning their performance. Commends and rewards personnel under charge for outstanding performance, and takes timely and appropriate disciplinary action as necessary. Exercises enthusiasm in influencing and guiding others toward achievement of established goals and objectives.

Controlling: Provides a work environment which is orderly and controlled. Coordinates, audits, and controls manpower and financial resources efficiently and effectively. Coordinates, audits, and controls the utilization of materials and equipment efficiently and effectively. Has a clear and comprehensive understanding of established standards, methods and procedures.

Delegating: Assigns duties as necessary and/or appropriate to meet goals, enhance abilities of personnel under charge, build their confidence and assist them in personal growth. Has confidence in personnel under charge to meet new or additional expectations.

Decision Making: Exercises discretion and judgment in developing and implementing courses of action affecting functions under charge. Recognizes when a particular policy, procedure or strategy does not foster the desired result, and moves decisively and explicitly to develop and implement alternatives.

Creativity: Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of functions under charge. Employs imagination and creativity in the application of duties and responsibilities. Is not adverse to change that supports achievement of goals and objectives.

Human Relations: Strives to develop and maintain excellent rapport with personnel under charge. Listens to and considers their suggestions and complaints, and responds appropriately. Establishes a work environment to promote and maintain mutual respect.

Policy Implementation: Has a clear and comprehensive understanding of policies regarding functions under charge and the function of the organization. Adheres to policies in the discharge of duties and responsibilities, and ensures the same from personnel under charge.

Policy Formulation: Maintains awareness of changes in operating philosophies and policies, and routinely reviews policies to ensure any changes in philosophy or practice are appropriately incorporated into functions under charge. Recognizes and understands the relationship between operating policies and practices and morale and performance. Strives to ensure that established policies enhance same.

City of Suffolk, Virginia

Classification Description

Classification Title: Library Associate

General Statement of Job

Under general supervision, provides coordination and supervision of a specialized area in the Suffolk Public Library System such as Branch Management, Marketing and Community Relations, Early Literacy, Youth and Family Services, Technology Support, or Technical Services. Work involves coordinating the activities of the assigned area of responsibility, supervising subordinate staff, collaborating with the public, other City departments and agencies, and preparing various reports and schedules. In addition to their specialized tasks, employee is also responsible for performing such duties as checking library materials in and out, collecting overdue fines, accepting reserve requests, and providing reference assistance to library patrons. Employee must exercise independent judgment and initiative in planning and organizing aspects of library services. Employee must also exercise tact and courtesy in frequent contact with library patrons and the general public. Reports to the Library Director.

Specific Duties and Responsibilities

Essential Functions vary based on area assigned:

Coordinates and supervises the operations of a specialized area in the Suffolk Public Library System.

Hires, trains, supervises, and evaluates subordinate staff and provides guidance to volunteers in the work to be performed and ensures compliance with library policies and procedures.

Performs administrative duties such as preparing and analyzing statistical reports, performing outreach, monitoring discretionary spending of a limited budget, and delivering programs and events.

Prepares statistical and financial reports for levels of service, attendance, transactions, etc. in specialized area assigned and as requested by management. Prepares and produces financial/budgetary reports monthly.

Based on specialized area assigned of Marketing and Community Relations, coordinates the marketing and community relations efforts for the library and works closely with the Media and Community Relations Department; Develops and implements a marketing plan and ensures all library produced print and electronic publications follow the plan and branding of the library.

Schedules, coordinates, and provides training to parents and childcare workers related to early childhood; Coordinates, implements, and evaluates library events and activities in the library and within the community.

Manages and orders all library materials utilizing vendor electronic systems, telephone, fax and mail. Ensures accuracy of pricing and discounts received and rectifies discrepancies as they occur.

Performs tasks at the circulation desk of the library including checking library materials in and out, preparing books to be shelved, registering and processing library cards, collecting materials for the book depository, and securing the library at the end of the business day.

Directs, advises, provides, assists, and instructs patrons with locating library materials, answering reference and directional questions, and placing reserve requests.

Maintains, selects, assigns, and develops a collection based on patron needs and interests. Receives, reviews, and responds to patron complaints.

Attends or conducts staff meetings to exchange information; attends in-service training and/or professional classes, seminars, or conferences to further develop professional skills.

Additional Duties:

Performs other related work as required.

Minimum Education and Training

Bachelor's degree in a related field, and 3 to 5 years of experience in public library, youth and family services, or marketing/community relations work; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities. Requires a valid driver's license.

Minimum Qualifications and Standards Required

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including office equipment such as computers, printers, computer networks, calculators, cash registers, security systems, microfiche reader and printer, etc. Must be able to exert up to 200 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are those for Light Work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving instructions, assignments or directions to subordinates or assistants, and receiving instructions, assignments or directions from superiors.

Language Ability: Requires the ability to read a variety of reports, applications, lists, etc. Requires the ability to prepare reports, forms, schedules, statistical lists, receipts, etc., using prescribed formats.

Intelligence: Ability to apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently using college-level English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability coordinate hands and eyes rapidly and accurately in using office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal levels of stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via a telephone.

Performance Evaluation Criteria

Knowledge of Job: Has considerable knowledge of library routine and procedures. Has considerable knowledge of specialized area assigned of marketing, graphic design, educational processes, publishing industry, management techniques, and philosophies. Is skilled in operating general office equipment. Is able to use standard library methods and principles in bibliography, circulation and reference services. Is able to supervise subordinate personnel. Is able to instruct patrons in the use of various office machines, computer programs and library reference materials. Is able to express ideas effectively orally and in writing. Is able to maintain statistical records and prepare clear reports from them. Is able to deal tactfully and courteously with library patrons and the general public. Is able to establish and maintain effective working relationships as necessitated by work assignments. Is able to make oral presentations before large groups of people. Is able to handle major project management and implementation.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of

responsibility. Maintains high quality communication and interacts within department and division, and with co-workers and the general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities."

Dependability: Assumes responsibility for completing assigned work and meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, City policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends work regularly and adheres to City policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with City policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons within the department.

Relationships with Others: Shares knowledge with supervisors and staff for mutual and departmental benefit. Contributes to maintaining high morale among all department employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, and the general public so as to maintain good will toward the department and project a good departmental image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within the City. Interacts effectively with fellow employees, patrons, Library Director, professionals and the general public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the City and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

City of Suffolk, Virginia Classification Description

Classification Title: Mosquito Control Team Leader

General Statement of Job

Under general supervision, performs lead and specialized work in the City Mosquito Spraying and Larviciding Program. Work involves training new technicians, inspecting ditches, ponds and other standing water, fogging in mosquito control zones and habitat management. Work also involves providing supervision of field technicians in the absence of the Mosquito Control Superintendent. Reports to the Mosquito Control Superintendent.

Specific Duties and Responsibilities

Essential Functions:

Trains new employees in dipping technique and applying pesticides (larvaciding).

Supervises field technicians in the absence of the Mosquito Control Superintendent.

Traps mosquitoes, identifies them by species and sends them to the Norfolk Health Department for arboviral testing.

Inspects homes for customer's complaint of mosquitoes; performs barrier sprays as needed.

Performs routine maintenance on vehicles and equipment.

Applies adulticide and larvicide chemicals to designated areas during the mosquito season.

Creates/maintains records for different aspects of Mosquito Control program, including mosquito dunk activities, zones, pesticide use and pesticide supply inventory; prepares reports of mosquito activity for preparation for the next season.

Prepares school and other presentations to inform citizens of mosquito control.

Maintains sentinel chicken flock, including drawing blood samples and sending samples to Norfolk Health Department.

Enters data into department database.

Additional Duties:

Performs work related to an integrated mosquito control program as required.

Minimum Education and Training

Associate's Degree in Pest Control, Biology or closely related area and 2 years technical level pesticide application or closely related experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Requires a valid driver's license.

Special Requirements

Requires Registered Pesticide Technician, Category 8 Public Health Pest Control certification.

Minimum Qualifications and Standards Required

Data Involvement:

Summarizes, tabulates, or formats data or information in accordance with a prescribed schema or plan, to facilitate the identification and extraction of useful information.

People Responsibility:

Gives information, guidance, or assistance to people which directly facilitates task accomplishment; may give instructions or assignments to helpers or assistants.

Asset Responsibility:

Responsible for achieving minor economies and/or preventing minor losses through the handling of or accounting for materials and supplies.

Mathematical Requirements:

Uses addition, subtraction, multiplication and division, and/or calculates ratios, rates and percents.

Communications Requirements:

Reads routine instructions, regulations, procedures or work orders; completes routine job forms and incident reports.

Judgment Requirements:

Makes a few decisions, affecting the individual and a few co-workers.

Complexity of Work:

Performs skilled work involving rules/systems with almost constant problem solving.

Impact of Errors:

Impact of decisions is moderately serious - affects most units in organization, and may affect citizens.

Physical Demands:

Light to medium work that involves walking or standing virtually all of the time and also involves exerting between 20 and 50 pounds of force on a regular and recurring basis.

Equipment Usage:

Uses equipment requiring moderate instruction and experience such as light trucks, computers and peripherals and software programs such as word processing, spreadsheets or custom applications.

Unavoidable Hazards:

Works in relatively uninhabited outdoor areas involving heavy vegetation or swampy conditions.

Safety of Others:

Responsible for safety and health of others.

Form/Spatial Aptitude:

Requires the ability to inspect items for proper length, width, and shape, visually with job related equipment.

Motor Coordination:

Requires the ability to coordinate hands and eyes in using job related equipment and in operating motor vehicles.

Manual Dexterity:

Requires the ability to handle a variety of items, job related equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have moderate levels of eye/hand/foot coordination.

Color Discrimination:

May require the ability to differentiate colors and shades of color.

Interpersonal Temperament:

Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal stress when confronted with an emergency.

Physical Communication:

Requires the ability to talk and/or hear (talking - expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear).

Performance Evaluation Criteria

Job Knowledge:

Has thorough knowledge of the policies, procedures, and activities of the City and of Public Works Department practices as they pertain to the performance of duties relating to the Mosquito Control Team Leader position. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Is able to effectively communicate and interact with subordinates, supervisors, members of the general public, and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Is able to use independent judgment and work with little direct supervision as situations warrant. Has the mathematical ability to handle required calculations using percentages and decimals. Is knowledgeable and proficient with computers. Is able to read, understand, and interpret financial, biological, chemical, and computer documentation, reports, and related materials.

Quality of Work:

Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all City departments/divisions, co-workers, and the general public.

Quantity of Work:

Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities."

Dependability:

Assumes responsibility for doing assigned work and meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, City policy, standards, and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human, and conceptual areas.

Attendance:

Attends work regularly and adheres to City policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm:

Maintains an enthusiastic, self-reliant, and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for completion of work with a minimum of supervision and instruction.

Judgment:

Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative

solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations, and alternatives before exercising judgment.

Cooperation:

Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with City policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the City.

Relationships:

Shares knowledge with supervisors and staff for mutual and City benefit. Contributes to maintaining high morale among all City employees. Develops and maintains cooperative and courteous relationships with department employees, staffers, managers in other departments, representatives from organizations, and the general public so as to maintain good will toward the City and project a good City image. Tactfully and effectively handles requests, suggestions, and complaints from other departments and persons in order to maintain good will within the City. Interacts effectively with fellow employees, supervisor, professionals, and the general public.

Coordination of Work:

Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions, and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

Safety:

Adheres to all safety and housekeeping standards established by the City and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

City of Suffolk, Virginia

Classification Description

Classification Title: Right of Way Technician

General Statement of Job

Under general supervision, performs administrative and related work as required for the acquisition of real estate and easements. Employee must exercise initiative and independent judgment in ensuring that necessary work and accompanying paperwork is performed in a timely manner. Employee must also exercise tact and courtesy in frequent contact with property owners, and the general public. Reports to the Right of Way Agent.

Specific Duties and Responsibilities

Essential Functions:

Is responsible for creating and maintaining accurate records and files (paper and electronic) and maintaining computer database(s) necessary to document and track property acquisitions for projects. Prepares reports as required.

Performs deed and real property research and reports findings to staff. Prepares project area maps and color codes plans as required. Prepares request for entry correspondence, offer packages, agreements and legal documents as necessary. Assists in reviewing right of way and project plans; prepares property data spreadsheets and estimates as necessary. Performs field work as necessary, including visiting project areas, taking pictures, delivering notices, etc.

Assists City staff, property owners, consulting engineers and the general public in obtaining information regarding existing or proposed road and utility projects within the City of Suffolk.

Assists departmental staff in obtaining and reviewing plans, deeds, and other research as required. Assists right of way staff as necessary.

Prepares correspondence and reports. Reviews plats and easements as required. Provides administrative support to right of way staff.

Additional Duties:

Performs other related work as required.

Minimum Education and Training

Graduation from high school or GED, supplemented by specialized training in real estate or closely related field, and a minimum of two (2) years of related experience; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities. Requires a valid driver's license.

Special Requirement

Requires Notary Public certification or must obtain within six (6) months of employment.

Minimum Qualifications and Standards Required

Physical Requirements:

Must be physically able to operate a variety of machinery and equipment including an automobile, computer, tape measures, camera, scales, and office equipment, etc. Must be able to exert up to 10 pounds of force occasionally, and/or up to 5 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are in excess of those for Sedentary Work. Light Work usually requires walking or standing to a significant degree. May be required to walk long distances over potentially uneven terrain in a variety of weather conditions. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Data Conception:

Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication:

Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving instructions, assignments or directions from supervisors, and giving instructions, assignments or directions to subordinates or assistants.

Language Ability:

Requires the ability to read a variety of reports, letters and memos; real property appraisals and assessments; sales ratio studies and finance audit reports; deeds, surveys and permits, etc. Requires the ability to prepare correspondence, reports, forms, studies, assessments, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

Intelligence:

Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

Verbal Aptitude:

Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including engineering, legal, and tax terminology.

Numerical Aptitude:

Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; understand and apply the theories of algebra, geometry, statistical inference and statistical theory.

Form/Spatial Aptitude:

Requires the ability to inspect items for proper length, width and shape.

Motor Coordination:

Requires the ability coordinate hands and eyes rapidly and accurately in using office equipment.

Manual Dexterity:

Requires the ability to handle a variety of items such as tape measures, scales, cameras, and office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination:

Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament:

Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with (persons acting under stress) (emergency situations).

Physical Communication:

Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

Performance Evaluation Criteria

Job Knowledge:

Has thorough knowledge of principles, practices and techniques used in real estate work. Has considerable knowledge of the geographical layout of the City. Is skilled in the operation of computer-driven data processing and file maintenance programs. Is able to read and understand plans, plats and maps. Is able to make accurate computations with or without a calculator. Is able to exercise tact, courtesy and firmness in frequent contact with property owners, City staff, and the general public. Is able to exercise independent judgment and initiative. Is able to establish and maintain effective working relationships as necessitated by work assignments.

Quality of Work:

Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts within department and division, and with co-workers and the general public.

Quantity of Work:

Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities."

Dependability:

Assumes responsibility for doing assigned work and meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, City policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Attendance:

Attends work regularly and adheres to City policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm:

Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for completion of work with a minimum of supervision and instruction.

Judgment:

Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

Cooperation:

Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with City policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons within the department.

Relationships:

Shares knowledge with supervisors and staff for mutual and departmental benefit. Contributes to maintaining high morale among all department employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, and the general public so as to maintain good will toward the department and project a good departmental image. Tactfully

and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within the City. Interacts effectively with fellow employees, supervisor, professionals and the general public.

Coordination of Work:

Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

Safety:

Adheres to all safety and housekeeping standards established by the City and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

City of Suffolk, Virginia

Classification Description

Classification Title: Risk, Benefits and Wellness Manager

General Statement of Job

This position is responsible for developing and managing a cost effective municipal risk management program through effective budgeting and administration of the workers' compensation funds, insurance procurement, risk analysis, loss control, and self-funded insurance programs. This position exercises direct supervision over Workers' Compensation, Safety, Property and Liability, and Benefits and Wellness. Performs administrative and managerial duties to effectively manage the city's overall Risk through the development, implementation, and coordination of the City's benefits, worker's compensation, safety and wellness programs. Responsible for the oversight of City property, liability, and casualty claims. Develops and coordinates loss control and reviews insurance, bond, and indemnity provisions for City contracts, leases, and agreements. Provides strategic direction for all City employee benefit programs and oversees the planning and management of worker's compensation insurance programs. Ensures that appropriate and required safety training is available to all employees, and that the City is in compliance with all mandatory benefits, safety, risk management, and OSHA laws. Must exercise considerable initiative and independent judgment in all phases of work. Reports to the Director of Human Resources.

Specific Duties and Responsibilities

Essential Functions:

Compiles and analyzes data to develop and recommend policies and administrative regulations regarding the city's property and liability insurance program, workers' compensation, safety program, employee health benefit insurance programs, and wellness.

Identifies the various loss exposures confronting the City and evaluates the financial impact of such losses. Selects the most effective method of mitigating such risk of loss through avoidance, reduction or prevention.

Negotiates with insurance brokers and insurance companies on premiums, terms, contract renewal and conditions of property and casualty insurance.

Maintains an up-to-date knowledge of insurance markets, policy forms available, extensions of coverage, safety engineering techniques and training, fire prevention, facility security, self-insured plans. Maintains a working knowledge of tort and insurance law, governmental regulations, laws and rulings.

Reviews various financial reports, lease agreements, major contracts, and other documents, and makes field inspections of city property, offices, and construction sites, for discovering new exposures to loss.

Approves and monitors the audit, and accounting distribution of all property and casualty insurance premium billings and payments.

Directs and controls the City's Occupational Safety & Health program, to ensure compliance with OSHA laws and reporting requirements.

Directs and oversees the planning and management of the City's Workers Compensation program. Confers with staff and makes/ or recommends final decisions on major problems and serious claims related to safety, worker's compensation and public liability.

Serves as the City's ADA compliance administrator. Coordinate the City's activities related to persons with disabilities, ensuring the City is in compliance with applicable laws and that required documentation is updated and maintained.

Plans, approves and monitors the Risk Management budget.

Supervises the risk management and benefits and wellness staff by monitoring and evaluating staff performance, assisting in professional development, and determining the training, resource needs and work processes necessary to improve career opportunities and effectiveness of the department.

Directs a variety of major projects for the City Manager and Director of Human Resources. Plans and directs studies of risk management issues. Designs and implements strategies that successfully position the City to meet future challenges.

Analyzes, drafts, and executes business agreements that have potentially significant impact to City operations and finances.

Serves as Chairman of the City's Accident and Personal Injury Review Board. Administers all maintenance tasks such as reviewing accident and incident reports to determine cause and prevention. Determines any corrective action necessary and implements any preventive actions.

Interviews, retains and directs the efforts of any outside insurance consultant.

Educates employees by developing and presenting safety and health programs in compliance with OSHA and other regulatory agencies work practices, audits and assists departmental level safety and health programs.

Coordinates with the Emergency Services Coordinator on implementing emergency response plans and making necessary revisions to the existing plans. Oversees and directs the coordination of insurance related and FEMA related coverage in the event of a disaster.

Administers and directs the maintenance of inventory of City owned property.

Serves as Privacy Officer for HIPPA compliance, chairs safety committee.

Advises senior management on policies, procedures and activities regarding benefits, safety, workers' compensation and wellness program areas.

Ensures that employee benefits and wellness programs and policies are compliant with state and federal standards and guidelines as well as city policies and procedures.

Works with key staff to analyze and address benefit and wellness program plan designs and recommends changes as necessary.

Provides strategic direction of the benefits administration of health, dental, life, disability, flexible spending plans, tax-sheltered savings plans, or other insurance/benefit plans.

Provides strategic direction of the management of the City's employee retirement process in accordance with the City's retirement policy and regulations and the Virginia Retirement System.

Additional Duties:

Preparation and presentation of matters to the Director of Human Resources, City Manager, City Council or others.

Reviews policies and recommends updates.

Performs related duties as required.

Minimum Education and Training

Requires a Bachelors degree (Master's degree preferred) in Business Administration, Finance, Public Administration or a related field or an equivalent combination of education and experience. Industry certification is highly desirable. Requires considerable work experience in managing a comprehensive Risk/Safety Management/Employee Benefits and Wellness Program in an organization of similar size and scope. Demonstrated management and supervisory skills are required. Requires an extensive working knowledge of OSHA standards, Workers Compensation, Safety Management, Benefits ADA and other related regulations. Requires knowledge of insurance programs to include indemnity, stop loss, and other provisions to identify cost effectiveness. Demonstrated experience in managing program budgets and cost allocation methodologies. Superior oral and written communication skills are essential. Requires a valid driver's license.

Minimum Qualifications and Standards Required

Physical Requirements:

Tasks involve the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which involves some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (up to 20 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Data Conception:

Requires the ability to compare and/or judge the readily observable functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications:

Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving direction and instruction from supervisor and giving instructions and direction to subordinates.

Language Ability:

Requires ability to read a variety of policies and procedures, computer manuals, purchase orders, etc. Requires the ability to enter data into the computer and prepare logs, records, correspondence, reports, etc., with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control and confidence.

Intelligence:

Requires the ability to apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in oral, written, diagrammatic or schedule form. Requires the ability to use influence systems in staff supervision; to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information.

Verbal Aptitude:

Requires the ability to record and deliver information, to explain procedures, to follow and give verbal and written instructions; and to counsel and teach employees. Must be able to communicate effectively and efficiently with co-workers and the public.

Numerical Aptitude:

Requires the ability to add and subtract totals, to multiply and divide, to determine percentages and decimals and to determine time.

Form/Spatial Aptitude:

Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination:

Requires the ability to coordinate hands and eyes using office machinery.

Manual Dexterity:

Requires the ability to handle a variety of items, keyboards, office equipment, control knobs, buttons, switches, catches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination and Visual Acuity:

Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, night vision, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

Interpersonal Temperament:

Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with emergency situations or tight deadlines.

Physical Communications:

Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

Performance Evaluation Criteria

Job Knowledge:

Has thorough knowledge of the methods, policies, and procedures of Risk/Benefits/Safety/Workers' Compensation and Wellness Program Management. Has knowledge of the laws, ordinances, standards, and regulations pertaining to the specific duties and responsibilities of the position. Has knowledge of the organization of the City and of related departments and agencies. Is able to comprehend, interpret, and apply regulations, procedures, and related information. Has excellent administrative, technical, and organizational skills. Is able to help ensure departmental compliance with all laws and regulations and control the activities of the department. Has knowledge of how to plan, organize, and supervise staff. Is able to offer instruction and advice to subordinates regarding departmental policies, methods, and regulations. Is able to conduct employee evaluations and to make recommendations based on results. Is able to offer training and assistance to co-workers and employees as required. Has knowledge of modern office practices and equipment. Is able to use computers for data processing and records management, and to provide computer user support and assistance as needed. Has knowledge of how to operate and maintain a variety of office equipment as necessary in the performance of daily activities. Has knowledge of and skill in the maintenance of efficient filing systems. Is able to assist with budget preparation and maintain accurate and up-to-date administrative, financial, and technical records. Has knowledge of proper English usage, vocabulary, punctuation and spelling. Has knowledge of basic mathematics. Is skilled in applying a responsible attention to detail as necessary in preparing reports and correspondence. Is able to read and interpret various materials pertaining to the responsibilities of the job. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Is able to use independent judgment in performing routine and non-routine tasks. Is able to plan, organize, and prioritize daily assignments and work activities. Is able to learn and utilize new skills and information to improve job performance and efficiency. Has knowledge of how to perform duties in a courteous manner and with the utmost integrity in the best interest of the public. Is capable of working under stressful conditions as required. Has knowledge of how to react calmly and quickly in emergency situations.

Quality of Work:

Maintains high standards of accuracy in exercising duties and responsibilities. Exercises

immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.

Quantity of Work:

Performs described Essential Functions and related assignments efficiently and effectively in order to produce quantity of work which consistently meets established standards and expectations.

Dependability:

Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

Attendance:

Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and leave requests.

Initiative and Enthusiasm:

Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.

Judgment:

Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgment.

Cooperation:

Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra- and inter-departmentally.

Relationships with Others:

Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom

the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

Coordination of Work:

Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

Safety and Housekeeping:

Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.

Planning:

Plans, coordinates and uses information effectively to enhance activities and production. Knows and understands expectations regarding such activities and works to ensure such expectations are met. Develops and formulates ways, means and timing to achieve established goals and objectives. Effectively and efficiently organizes, arranges and allocates manpower, financial and other designated resources to achieve such goals and objectives.

Organizing:

Efficiently organizes own work and that of subordinate staff. Ensures that personnel understand what results are expected of them, and that each is regularly and appropriately informed of all matters affecting or of concern to them.

Staffing:

Works with upper management, where appropriate, to select and recommend employment of qualified personnel. Personally directs the development and training of personnel under charge, ensuring their proper induction, orientation and training.

Leading:

Provides a work environment, which encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership and how such principles are to be applied. Provides adequate feedback to personnel under charge concerning their performance. Commends and rewards personnel under charge for outstanding performance, and takes timely and appropriate disciplinary action as necessary. Exercises enthusiasm in influencing and guiding others toward achievement of established goals and objectives.

Controlling:

Provides a work environment, which is orderly and controlled. Coordinates, audits, and controls manpower and financial resources efficiently and effectively. Coordinates, audits, and controls

the utilization of materials and equipment efficiently and effectively. Has a clear and comprehensive understanding of established standards, methods and procedures.

Delegating:

Assigns duties as necessary and/or appropriate to meet goals, enhance abilities of personnel under charge, build their confidence and assist them in personal growth. Has confidence in personnel under charge to meet new or additional expectations.

Decision Making:

Exercises discretion and judgment in developing and implementing courses of action affecting functions under charge. Recognizes when a particular policy, procedure or strategy does not foster the desired result, and moves decisively and explicitly to develop and implement alternatives.

Creativity:

Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of functions under charge. Employs imagination and creativity in the application of duties and responsibilities. Is not adverse to change that supports achievement of goals and objectives.

Human Relations:

Strives to develop and maintain excellent rapport with personnel under charge. Listens to and considers their suggestions and complaints, and responds appropriately. Establishes a work environment to promote and maintain mutual respect.

Policy Implementation:

Has a clear and comprehensive understanding of policies regarding functions under charge and the function of the organization. Adheres to policies in the discharge of duties and responsibilities, and ensures the same from personnel under charge.

Policy Formulation:

Maintains awareness of changes in operating philosophies and policies, and routinely reviews policies to ensure any changes in philosophy or practice are appropriately incorporated into functions under charge. Recognizes and understands the relationship between operating policies and practices and morale and performance. Strives to ensure that established policies enhance same.

City of Suffolk, Virginia

Classification Description

Classification Title: Sanitation Supervisor

General Statement of Job

Under general supervision, performs supervisory, administrative, and technical work supervising the refuse collection and sanitation functions of the City of Suffolk. Work involves managing the budget, staff, and other resources of the Sanitation Division; assisting in the development of budgetary requirements; and providing for the most efficient operation. Reports to the Public Works General Manager.

Specific Duties and Responsibilities

Essential Functions:

Supervises employees, which involves such duties as instructing, assigning and reviewing work, maintaining standards, acting on employee problems, selecting new employees, appraising employee performance, recommending promotions, discipline, termination and salary increases.

Manages program of residential trash and debris pick-up for approximately 60,000 residents, including bulk collection and repair of residential trash cans. Coordinates provision of services with Customer Service Supervisor and Sanitation Dispatchers.

Manages provision of weekly sweeping of streets in the downtown area, regular sweeping of streets in subdivisions within the City limits and the villages of Holland and Chuckatuck, and additional sweeping on a monthly basis in designated medians and bridge decks.

Manages provision of dumpster services for dumpsters placed and maintained by the City, including routinely scheduled weekly and monthly dumps and seasonal dumps for schools and parks.

Manages sanitation requirements for special events throughout the city. Assists in the planning and preparation of areas for special events, including coordination with contractors and provision of personnel and necessary materials.

Manages sanitation related maintenance and care of downtown area, including daily sweeping of sidewalks, and pick-up of paper and other debris.

Assists the Customer Service Supervisor in the preparation of reports for performance and budget. Oversees development of production reports of daily operations, as well as monthly and annual reports.

Analyzes operations; ensures improvements are made that will increase efficiency and effectiveness.

Coordinates requirements with Regional Landfill.

Interacts and communicates with various groups and individuals such as Public Works Operations Manager, citizens, co-workers, subordinates, and the general public.

Additional Duties:

Performs other related work as required.

Minimum Education and Training

Graduation from high school and seven to ten (7 to 10) years of experience in sanitation, and/or landfill operations, including at least three (3) years at a supervisory level; or any equivalent combination of training and experience that provides the required knowledge, skills and abilities. Requires a valid commercial driver's license.

Minimum Qualifications and Standards Required

Physical Requirements:

Must be physically able to operate a variety of machinery and equipment including automated office equipment such as copiers and calculators. Must be physically able to operate a motor vehicle. Must be able to exert a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for periods of time.

Data Conception:

Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication:

Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments and/or directions to subordinates, and receiving instructions, assignments, and/or directions from supervisors.

Language Ability:

Requires the ability to read a variety of correspondence, reports, forms, etc. Requires the ability to prepare a variety of correspondence, reports, forms, charts, etc., using prescribed formats. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence:

Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude:

Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages, including engineering and mechanical terminology.

Numerical Aptitude:

Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide.

Form/Spatial Aptitude:

Requires the ability to inspect items for proper length, width and shape.

Motor Coordination:

Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity:

Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination and Visual Acuity:

Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament:

Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under moderate levels of stress and when confronted with persons acting under stress.

Physical Communication:

Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

Performance Evaluation Criteria

Job Knowledge:

Has thorough knowledge of the methods, policies, and procedures of the Public Works Department as they pertain to the performance of duties of the Sanitation Supervisor. Has considerable knowledge of State rules and regulations regarding environmental sanitation. Has general knowledge of the principles of supervision, organization and administration. Is able to direct and coordinate the work of sanitation employees. Is able to exercise independent judgment and initiative in applying standards to a variety of work situations. Is able to maintain work records and prepare written reports of activities. Is able to research program documents and narrative materials, and to compile reports from information gathered. Is able to make administrative decisions independently in accordance with laws, regulations, and policies and procedures, and to solve problems, and answer questions. Is able to develop and modify work

procedures, methods and processes to improve efficiency. Is able to communicate effectively orally and in writing. Is able to establish and maintain effective working relationships as necessitated by work assignments.

Quality of Work:

Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all departments and divisions, co-workers, and the general public.

Quantity of Work:

Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities."

Dependability:

Assumes responsibility for doing assigned work and meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Attendance:

Attends work regularly and adheres to policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm:

Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for completion of work with a minimum of supervision and instruction.

Judgment:

Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

Cooperation:

Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the City.

Relationships:

Shares knowledge with supervisors and staff for mutual benefit. Contributes to maintaining high morale among employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

Coordination of Work:

Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines, and events.

Safety:

Adheres to all safety and housekeeping standards established by the City and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

Planning:

Plans, coordinates and uses information effectively in order to enhance activities and production. Knows and understands expectations regarding such activities and works to ensure such expectations are met. Develops and formulates ways, means and timing to achieve the goals and objectives. Effectively and efficiently organizes, arranges and allocates manpower, financial and other designated resources to achieve such goals and objectives.

Organizing:

Efficiently organizes work and that of subordinate staff well. Ensures that personnel understand what results are expected of them and that each are regularly and appropriately informed of all matters affecting them and/or of concern to them.

Staffing:

Works with upper management, where appropriate, to select and recommend employment of qualified personnel. Personally directs the development and training of division personnel under charge, ensuring their induction, orientation and training.

Leading:

Provides a work environment, which encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership and how such principles are to be applied. Provides adequate feedback to personnel under charge concerning their performance. Commends and rewards employees under charge for outstanding performance, and takes timely and appropriate disciplinary action as necessary. Exercises enthusiasm in influencing and guiding others toward the achievement of established goals and objectives.

Controlling:

Provides a work environment that is orderly and controlled. Coordinates, audits and controls manpower and financial resources efficiently and effectively. Coordinates, audits, and controls the utilization of materials and equipment efficiently and effectively. Has a clear and comprehensive understanding of established standards, methods and procedures.

Delegating:

Assigns additional duties as necessary and/or appropriate in order to meet goals, enhance the abilities of personnel under charge, build their confidence and assist them in personal growth. Has confidence in staff to meet new or additional expectations.

Decision Making:

Exercises discretion and judgment in developing and implementing courses of action affecting functions under charge. Recognizes when a particular policy, procedure or strategy does not foster the desired result, moves decisively and explicitly to develop and implement alternatives.

Creativity:

Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness functions under charge. Employs imagination and creativity in the application of duties and responsibilities. Is not averse to change that supports achievement of goals and objectives.

Human Relations:

Strives to develop and maintain excellent rapport with personnel under charge. Listens to and considers their suggestions and complaints and responds appropriately. Establishes a work environment to promote and maintain mutual respect.

Policy Implementation:

Has a clear and comprehensive understanding of policies regarding functions under charge and the function of the organization. Adheres to policies in the discharge of duties and responsibilities and ensures the same from personnel under charge.

Policy Formulation:

Maintains awareness of changes in operating philosophies and policies and routinely reviews policies to ensure that any changes in philosophy or practice are appropriately incorporated into functions under charge. Recognizes and understands the relationship between operating policies and practices and morale and performance. Strives to ensure that established policies enhance same.

City of Suffolk, Virginia

Classification Description

Classification Title: Visitor Center Supervisor

General Statement of Job

Under limited supervision, manages the visitor center to include the scheduling and supervision of staff, volunteers and interns. Administers all aspects of group tour and gift shop operations, in addition to oversight of the Suffolk Farmers' Market operations. Responsible for the payment of invoices and monitoring of financial records using the City's financial software. Serves as the timekeeper for the Tourism Division, manages the records management functions for the Division, and responds to Freedom of Information Act (FOIA) requests. Performs administrative work preparing monthly and daily reports, maintaining databases and mailing lists. Reports to the Tourism Development Manager.

Specific Duties and Responsibilities

Essential Functions:

Provides direction, training as necessary, and assistance to staff, volunteers, tour guides or other workers; assists in coordinating and assigning daily work activities; monitors status of work, inspects completed work, and troubleshoots problem situations.

Performs administrative work to assist with operation and maintenance of the visitor center and tourism office.

Oversees daily facility operations and maintenance of visitor center and tourism office; monitors and maintains inventory levels of supplies, publications, and other materials; stocks and organizes literature racks with various community brochures; replenishes hospitality supplies, office supplies, and housekeeping supplies; initiates orders for new/replacement supplies and publications.

Develops work schedules for Visitor Advisor staff and volunteers to ensure adequate coverage during normal visitor center operations, scheduled tours, and special events.

Oversees Visitor Center gift shop, to include retail/group sales, maintaining shop inventory, ordering/stocking merchandise, reconciling daily/weekly/monthly receipts and transporting bank deposits.

Oversees seasonal farmers' market including recruitment of vendors; scheduling of entertainment/special programs; weekly set-up/breakdown, site maintenance, etc. Provides site tours of Visitor Center Pavilion for potential venue rentals (i.e. weddings, retreats, etc.)

Projects a positive public image and promotes City of Suffolk attractions, restaurants, and hotels in response to personal, telephone, fax, and email inquiries.

Maintains mailing lists and databases for tourism office and maintains digital photograph library to support marketing efforts.

Implements and manages programs such as public and private guided bus and walking tours for leisure travelers and conference groups. Oversees the programming and facilitating of Familiarization Tours for front-line staff and regional hospitality ambassadors.

Receives and processes registration calls/forms for various programs, services, events, and activities.

Receives monies in payment of registration fees, purchases, donations, or other fees/services; records transactions, issues receipts, prepares bank deposits, and forwards as appropriate.

Prepares flyers, pamphlets, press releases, and newsletters relating to special events and/or promotions.

Prepares or completes various forms, reports, correspondence, calendars, schedules, attendance records, flyers, bulletins, pamphlets, press releases, mailing lists, sales tickets, bank deposits, payment vouchers, or other documents.

Receives various forms, reports, correspondence, visitor registration logs, registration forms, membership lists, invoices, cash/checks/credit cards, brochures, flyers, maps, photographs, periodicals, publications, handbooks, policies, procedures, directories, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, spreadsheet, database, desktop publishing, Internet, email, or other programs; performs basic maintenance of computer system and office equipment, such as backing up data or replacing paper, ink, or toner.

Communicates with supervisor, employees, volunteers, students, other departments, City officials, local businesses, local lodging/restaurant establishments, community organizations, visitors, local residents, the public, the media, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Attends various meetings; represents the City at special events.

Maintains professional affiliations; participates in training sessions and workshops as appropriate.

Manages the budget and submits reports to the Finance Department.

Schedules and supervises subordinate staff and work release, interns, special event and community service volunteers.

Additional Duties:

Performs general/clerical tasks, which may include answering telephone calls, entering data into computer, making copies, sending/receiving faxes, filing documentation, processing incoming/outgoing mail, assembling nametags, or taking photographs at events/activities.

Provides assistance to visitors/customers as needed; assists in making lodging arrangements for visitors; sells tickets for historical, cultural, and community functions.

Sets up, moves, and/or takes down equipment and exhibits as needed.

Performs other related work as required.

Minimum Education and Training

Graduation from high school or equivalent with some college course work emphasis in public relations, hospitality/tourism, marketing, business or a related field; supplemented by three (3) to five (5) years previous experience and/or training that includes hospitality industry operations with heavy emphasis in customer service interaction, travel/tourism, marketing, customer service, office administration, and computer operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Requires a valid driver's license.

Minimum Qualifications and Standards Required

Physical Requirements:

Must be physically able to operate a variety of office machines, tools and equipment, such as a motor vehicle, personal computer, labeling system, cash register, calculator, fax machine, copier, labeling system, digital camera, television, or telephone. Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of heavy weight (20-50 pounds).

Data Conception:

Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Interpersonal Communication:

Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.

Language Ability:

Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and well-modulated voice.

Intelligence:

Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

Verbal Aptitude:

Requires the ability to utilize a wide variety of reference and descriptive data and information.

Numerical Aptitude:

Requires the ability to perform addition, subtraction, multiplication, and division.

Form/Spatial Aptitude:

Requires the ability to inspect items for proper length, width, and shape, visually with job related equipment.

Motor Coordination:

Requires the ability to coordinate hands and eyes in using job related equipment and operating motor vehicles.

Manual Dexterity:

Requires the ability to handle a variety of items, job related equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination:

May require the ability to differentiate colors and shades of color.

Interpersonal Temperament:

Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal stress when confronted with an emergency.

Physical Communication:

Requires the ability to talk and/or hear (talking - expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear).

Performance Evaluation Criteria

Job Knowledge:

Has considerable knowledge of the policies, procedures, and activities of the City and of practices as they pertain to the performance of duties relating to the position of Visitor Center Supervisor. Has considerable knowledge of principles and practices associated with office administration, customer service, cashiering, and basic bookkeeping. Has current knowledge of local attractions, amenities, services, roads/highways, and other hospitality/tourism resources. Has the ability to maintain a flexible work schedule that includes weekend, seasonal, and holiday work activities. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Knows how to keep abreast of any changes in policy, methods, computer operations, equipment needs, policies, etc., as they pertain to departmental operations and activities. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Is able to effectively communicate and interact with supervisors, staff, volunteers, members of the general public, outside agencies, and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Is able to use independent judgment and work with little direct supervision as situations warrant. Has the mathematical ability to handle required calculations using percentages and decimals. Is knowledgeable and proficient with computers and relevant software programs. Is able to read, understand, and interpret reports and related materials.

Quality of Work:

Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all City departments/divisions, co-workers, and the general public.

Quantity of Work:

Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities."

Dependability:

Assumes responsibility for doing assigned work and meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, City policy, standards, and prescribed

procedures. Accepts accountability for meeting assigned responsibilities in the technical, human, and conceptual areas.

Attendance:

Attends work regularly and adheres to City policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm:

Maintains an enthusiastic, self-reliant, and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for completion of work with a minimum of supervision and instruction.

Judgment:

Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations, and alternatives before exercising judgment.

Cooperation:

Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with City policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the City.

Relationships with Others:

Shares knowledge with supervisors and staff for mutual and City benefit. Contributes to maintaining high morale among all City employees. Develops and maintains cooperative and courteous relationships with department employees, staffers, managers in other departments, representatives from organizations, and the general public so as to maintain good will toward the City and project a good City image. Tactfully and effectively handles requests, suggestions, and complaints from other departments and persons in order to maintain good will within the City. Interacts effectively with fellow employees, supervisor, professionals, and the general public.

Coordination of Work:

Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions, and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

City of Suffolk, Virginia

Classification Description

Classification Title: Parts and Procurement Specialist

General Statement of Job

Under general supervision, performs responsible technical and administrative duties maintaining inventory and purchasing items for an assigned City department. Work involves researching items to be purchased and preparing purchase orders. Work also involves tracking incoming inventory, issuances and maintaining up-to-date inventory controls. Employee is responsible for identifying new vendor sources and/or alternative materials. Employee is also responsible for processing invoices for payment. Employee must exercise independent judgment and attention to detail in properly recording and storing stock items and purchasing materials. If assigned to the Public Utilities Department, reports to the Utility Operations Manager. If assigned to the Public Works Fleet Management Division, reports to the Fleet and Equipment Services Assistant Manager.

Specific Duties and Responsibilities

Essential Functions vary based on department assigned:

Essential Functions if assigned to the Public Utilities Department:

Receives and maintains accurate inventory of parts and supplies; manages an effective material flow system from receiving to centralized storeroom. Prepares storeroom for annual inventory; makes inventory adjustments in computerized system. Responsible for pulling obsolete inventory. Assists in the maintenance of pertinent records including stock-on-hand, usage rates and re-order levels. May be responsible for updating MSDS log. Researches new vendor sources to ensure lowest prices and identify alternative materials. Completes an annual inventory.

Establishes and maintains the internal controls associated with the inventory management of the centralized storeroom.

Works closely with the City's Purchasing Division to ensure all procurement is in compliance with the City's procurement policies and procedures. Initiates specialized purchases for the department's field staff.

Consults with department staff and researches technical and parts manuals to identify correct components to purchase; utilizes make/model number, serial number, etc. Prepares purchase orders.

Distributes parts and materials associated with the department's field operations.

Processes invoices for payment; ensures invoices are correct and that goods/products were received and their condition; enters data into computerized system to create history

documentation and track inventory levels; reviews computerized summaries to verify accuracy of information.

Coordinates the tool room to include checking in/out specialized tools and equipment items, coordinating additions, replacement and/or repair activities when required.

Coordinates the department's uniform program with the City vendor and facility staff.

Assists in maintenance of pertinent records such as invoices, fuel usage, equipment records, purchase orders, etc.

Provides direction to the Utility Systems Worker assigned to ensure proper policies and procedures are utilized at all times.

Participates in the department's Products and Materials Review Committee.

Essential Functions if assigned to the Public Works Fleet Management Division:

Receives and maintains accurate inventory of parts and supplies; manages an effective material flow system from receiving to stockroom. Prepares stockroom for annual inventory; makes inventory adjustments in computerized system. Responsible for pulling obsolete inventory. Assists in maintenance of pertinent records. Responsible for updating MSDS log. Researches new vendor sources to ensure lowest prices and identify alternative materials.

Researches technical and parts manuals to identify correct components to purchase; utilizes make/model number, serial number, engine size, etc. Prepares purchase orders for automotive and equipment special purchases for the City of Suffolk Fleet Management Department and the City of Suffolk school buses. Researches new vendor sources to ensure lowest prices and identify alternative materials.

Prepares purchase orders for automotive and equipment special purchases for the City of Suffolk Fleet Management Department and the City of Suffolk school buses; participates in negotiations of major commodity procurement planning (bid items), as needed.

Processes external vendor invoices for payment; ensures invoices are correct and that goods/products were received; enters data into computerized system to create history documentation and track inventory levels; reviews computerized summaries to verify accuracy of information.

Assists in maintenance of pertinent records such as invoices, fuel usage, equipment records, purchase orders, etc.

Creates and closes work orders for individual pieces of equipment ensuring proper distribution of material, quantity, repair type and dates are accurate.

Prepares requisitions for repairs to be performed by outside services, ensuring there are no deviations against estimates given.

Provides direction to the Automotive Stock Room Clerks to ensure proper procedures are conducted according to policy; prepares stockroom for annual inventory.

Creates, maintains, and modifies Fargo Bar Coding System including establishing process procedures, trouble shooting and implementation.

Additional Duties:

Performs other related duties as required.

Minimum Education and Training

High school diploma, supplemented by courses in business administration or computer technologies, and 3 to 5 years of experience in inventory controls, cost pricing, storeroom and/or stock rotation; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities. Requires a valid driver's license.

Minimum Qualifications and Standards Required

Physical Requirements:

If assigned to Public Utilities Department:

Must be physically able to operate a personal computer, calculator, bar coder, printer, city vehicle, front end loader, fork lift etc. Must be able to exert up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 5 pounds of force constantly to move objects. Physical demand requirements are those for Medium Work.

If assigned to Public Works Fleet Management Division:

Must be physically able to operate a personal computer, calculator, bar coder, printer, etc. Must be able to exert up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 5 pounds of force constantly to move objects. Physical demand requirements are those for Medium Work.

Data Conception:

Requires the ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communication:

Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving instructions, assignments and/or directions from supervisors.

Language Ability:

Requires the ability to read vendor invoices, parts orders, and maintenance work orders. Requires the ability to prepare purchase orders, reports, statements and bid sheets in proper format.

Intelligence:

Requires the ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagrammatic form.

Verbal Aptitude:

Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to use and understand mechanical terminology.

Numerical Aptitude:

Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; and to determine percentages and decimals.

Form/Spatial Aptitude:

Requires the ability to inspect items for proper length, width and shape.

Motor Coordination:

Requires the ability to coordinate hands and eyes rapidly and accurately in using a computer; to operate motor vehicles and motorized storeroom equipment.

Manual Dexterity:

Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination:

Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament:

Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal levels of stress.

Physical Communication:

Requires the ability to talk and/or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear).

Performance Evaluation Criteria

Job Knowledge:

Has general knowledge of the terminology and procedures of assigned department's maintenance, parts and supplies. Has general knowledge of office terminology, procedures and equipment and of business arithmetic and English. Has general knowledge of bookkeeping, word processing, and inventory software packages. Is able to understand and follow oral and written instructions. Is able to maintain clerical records and prepare reports from such records. Is able to use common office machines. Is able to make decisions in accordance with established policies.

Is able to make mathematical computations accurately and rapidly. Is able to exercise tact, courtesy and firmness in contact with City personnel and outside vendors. Is able to establish and maintain effective working relationships as necessitated by work assignments.

Quality of Work:

Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts within department and division, and with co-workers and the general public.

Quantity of Work:

Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities."

Dependability:

Assumes responsibility for doing assigned work and meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, City policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Attendance:

Attends work regularly and adheres to City policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm:

Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for completion of work with a minimum of supervision and instruction.

Judgment:

Exercises independent judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

Cooperation:

Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with City policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons within the department.

Relationships:

Shares knowledge with supervisors and staff for mutual and departmental benefit. Contributes to maintaining high morale among all department employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, and the general public so as to maintain good will toward the department and project a good departmental image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within the City. Interacts effectively with fellow employees, supervisor, professionals and the general public.

Coordination of Work:

Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

Safety:

Adheres to all safety and housekeeping standards established by the City and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

RESOLUTION NUMBER _____

A RESOLUTION TO PROVIDE FOR A 1% SHIFT IN THE VIRGINIA RETIREMENT SYSTEM EMPLOYEE CONTRIBUTION RATE TO THE EMPLOYEES WITH A RESPECTIVE 1.337% INCREASE IN TOTAL CREDITABLE COMPENSATION

WHEREAS, the City of Suffolk (55220) employees who are Virginia Retirement System members who commence or recommence employment on or after July 1, 2012, shall be required to contribute five percent of their creditable compensation by salary reduction pursuant to Internal Revenue Code § 414(h) on a pre-tax basis upon commencing or recommencing employment; and,

WHEREAS, the City of Suffolk employees who are Virginia Retirement System members and in service on June 30, 2012, shall be required to contribute five percent of their creditable compensation by salary reduction pursuant to Internal Revenue Code § 414(h) on a pre-tax basis no later than July 1, 2016; and,

WHEREAS, such employees in service on June 30, 2012, shall contribute a minimum of an additional one percent of their creditable compensation beginning on each July 1 of 2012, 2013, 2014, 2015, and 2016, or until the employees' contributions equal five percent of creditable compensation; and,

WHEREAS, the City of Suffolk may elect to require such employees in service on June 30, 2012, to contribute more than an additional one percent each year, in whole percentages, until the employees' contributions equal five percent of creditable compensation; and,

WHEREAS, the second enactment clause of Chapter 822 of the 2012 Acts of Assembly (SB497) requires an increase in total creditable compensation, effective July 1, 2014, to each such employee in service on June 30, 2014, to offset the cost of the member contributions, such increase in total creditable compensation to be equal to the percentage increase of the member contribution paid by such pursuant to this resolution (For example, if the member contribution paid by the employee increases from two to three percent pursuant to this resolution, the employee must receive a one-percent increase in creditable compensation.) and,

WHEREAS, the City of Suffolk has elected to provide a 1.337% increase in total creditable compensation, effective July 1, 2014, to each such employee in service on June 30, 2014, to offset the cost of the member contributions.

NOW, THEREFORE, BE IT RESOLVED, that the City of Suffolk does hereby certify to the Virginia Retirement System Board of Trustees that it shall effect the implementation of the member contribution requirements of Chapter 822 of the 2012 Acts of Assembly according to the following schedule for the fiscal year beginning July 1, 2014:

PLAN 1	Percent	PLAN 2	Percent
Employer Paid Member Contribution	2%	Employer Paid Member Contribution	2%

Employee Paid Member Contribution	3%	Employee Paid Member Contribution	3%
Total	5%	Total	5%

BE IT FURTHER RESOLVED, that such contributions, although designated as member contributions, are to be made by the City of Suffolk in lieu of member contributions; and,

BE IT FURTHER RESOLVED, that pick up member contributions shall be paid from the same source of funds as used in paying the wages to affected employees; and,

BE IT FURTHER RESOLVED, that member contributions made by the City of Suffolk under the pick up arrangement shall be treated for all purposes other than income taxation, including but not limited to VRS benefits, in the same manner and to the same extent as member contributions made prior to the pick up arrangement; and,

BE IT FURTHER RESOLVED, that nothing herein shall be construed so as to permit or extend an option to VRS members to receive the pick up contributions made by the City of Suffolk directly instead of having them paid to VRS; and,

BE IT FURTHER RESOLVED, that notwithstanding any contractual or other provisions, the wages of each member of VRS who is an employee of the City of Suffolk shall be reduced by the amount of member contributions picked up by the City of Suffolk on behalf of each employee pursuant to the foregoing resolutions; and,

BE IT FURTHER RESOLVED, that in accordance with the Appropriation Act, no salary increases that were provided solely to offset the cost of required member contributions to the Virginia Retirement System under § 51.1-144 of the Code of Virginia will be used to certify that the salary increases required by the Appropriations Act have been provided.

NOW, THEREFORE, the officers are hereby authorized and directed in the name of the City of Suffolk to carry out the provisions of this resolution, and said officers are authorized and directed to pay over to the Treasurer of Virginia from time to time such sums as are due to be paid by the City of Suffolk for this purpose.

READ AND ADOPTED: _____

TESTE: _____
Erika S. Dawley, City Clerk

Approved as to Form:

Helivi L. Holland
City Attorney

AGENDA: April 16, 2014, Regular Session

ITEM: Public Hearing – A public hearing to receive public comment on the proposed FY 2014-2015 Annual Action Plan for the City of Suffolk Community Development Block Grant Program (CDBG) and the Western Tidewater Home Consortium Home Investment Partnership Grant Program (HOME).

As a recipient of funding from the U. S. Department of Housing and Urban Development (HUD), the City of Suffolk is required to prepare and submit an Annual Action Plan outlining proposed expenditures for Community Development Block Grant (CDBG) funds and HOME Investment Partnership (HOME) funds for the 2014-2015 Fiscal Year. Mirroring the proposed FY 2014-2015 budget, the 2014 – 2015 Annual Action Plan will serve as a strategic planning document pertaining to the community development and housing needs of the low to moderate income families and individuals residing within the City of Suffolk and the geographically contiguous member jurisdictions that make up the Western Tidewater Home Consortium (WTHC); this includes the cities of Suffolk and Franklin and the counties of Isle of Wight and Southampton. The City of Suffolk serves as the Lead Agency for the WTHC and is responsible for the administration of the CDBG and HOME program funds. This Action Plan specifies how the City and WTHC will utilize the CDBG and HOME Grant funds received in support of the 2014-2015 program year.

The 2014-2015 Annual Action Plan proposes to allocate \$449,107 in CDBG funds and \$309,810 in HOME funds in support of certain activities designed to primarily benefit low to moderate-income persons as summarized on the attached table.

BUDGET IMPACT:

Funds will be incorporated into the proposed FY 2014-2015 Operating and Capital Budgets. The required 25% local match to the HOME grant will be achieved through in-kind contributions provided by HOME grant recipients.

RECOMMENDATION:

Close public hearing and continue consideration until May 7, 2014.

ATTACHMENTS:

- Summary of Proposed CDBG and HOME Projects and Allocation of Funds.
- Proposed Ordinance.

Summary

City of Suffolk and Western Tidewater HOME Consortium 2014-2015 Annual Action Plan Community Development Projects

CDBG Program:

- *Program Administration:* \$89,821.40
- *CDBG Section 108 Loan Payment:* \$136,797.60
- *Western Tidewater Free Clinic:* \$30,000.00
- *ForKids, Inc.:* \$20,000.00
- *Genieve Shelter:* \$17,366.00
- *Suffolk Emergency Home Repair Program:* \$50,000.00
- *Suffolk Neighborhood Stabilization Program:* \$105,122.00

Total CDBG Allocation: \$449,107

HOME Partnership Program:

- *Lead Agency Program Administration (Suffolk):* \$18,588.60
- *Community Housing Development Organization (CHDO):* \$61,962.00
- *Isle of Wight County:* \$57,314.85
- *Southampton County:* \$57,314.85
- *City of Franklin:* \$57,314.85
- *City of Suffolk:* \$57,314.85

Total HOME Allocation: \$309,810

ORDINANCE NO. _____

AN ORDINANCE TO ADOPT THE 2014-2015 ANNUAL ACTION PLAN FOR THE CITY OF SUFFOLK COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM AND THE WESTERN TIDEWATER HOME CONSORTIUM HOME INVESTMENT PARTNERSHIP GRANT PROGRAM

WHEREAS, as a recipient of Community Development Block Grant (CDBG) and Home Investment Partnership Program (HOME) funding from the U. S. Department of Housing and Urban Development (HUD), the City of Suffolk, Virginia is required to prepare and submit annually an Annual Action Plan; and,

WHEREAS, while CDBG funds are specific to the City of Suffolk, HOME funds are administered to the geographically contiguous cities and counties that make up the Western Tidewater HOME Consortium (WTHC); this includes the cities of Suffolk and Franklin and the counties of Isle of Wight and Southampton; and,

WHEREAS, the City of Suffolk serves as the Lead Agency for the WTHC and is responsible for the administration of the CDBG and HOME program grants funds.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Suffolk, Virginia, that:

1. Exhibit "A", "2014-2015 Annual Action Plan" for the City of Suffolk Community Development Block Grant Program and the Western Tidewater HOME Consortium HOME Investment Partnership Grant Program are attached hereto and are hereby incorporated as a part of this ordinance.
2. The "2014-2015 Annual Action Plan" for the City of Suffolk Community Development Block Grant Program and the Western Tidewater HOME Consortium Home Investment Partnership Grant Program is hereby adopted and shall be reflected in the Operating and Capital Budgets for Fiscal Year 2014-2015.

This ordinance shall be effective upon passage.

READ AND PASSED: May 7, 2014

TESTE: _____
Erika S. Dawley, City Clerk

Approved as to form:


Helivi L. Holland, City Attorney

AGENDA: April 16, 2014, Regular Session

ITEM: Ordinance – An ordinance to amend the Code of the City of Suffolk by adding Section 82-202 to establish a personal property classification for eligible disabled veterans

Attached, for Council's consideration and approval, is an ordinance amending City Code Chapter 82 by adding Section 82-202, Exemption from personal property taxation for eligible disabled veterans.

The City of Suffolk has a continued interest in caring for and supporting disabled veterans in the City of Suffolk. The creation of this new City Code section establishes a personal property classification for motor vehicles of eligible disabled veterans.

Adoption of this ordinance provides personal property taxation exemptions for eligible disabled veterans.

RECOMMENDATION:

Adopt the attached ordinance

ATTACHMENT:

Ordinance

ORDINANCE NUMBER _____

**AN ORDINANCE TO AMEND THE CODE OF THE CITY OF SUFFOLK
BY ADDING SECTION 82-202 TO ESTABLISH A PERSONAL
PROPERTY CLASSIFICATION FOR ELIGIBLE DISABLED VETERANS**

BE IT ORDAINED, by the Council of the City of Suffolk, Virginia that Chapter 82, "Taxation," of the Code of the City of Suffolk, be and hereby is amended by adding a new section which shall read as follows:

Section 82-202. Exemption from personal property taxation for eligible disabled veterans.

(a) For the calendar year beginning January 1, 2014, and ending December 31, 2014, and for each and every calendar year thereafter, unless changed, there shall be, and hereby is, levied a tax on not more than one motor vehicle owned and regularly used by an eligible disabled veteran, at fifty percent (50%) of the tax rate established by city council on motor vehicles.

(b) This rate shall not be applied retroactively to previous years' tax filings.

(c) When used in this section, the phrase "disabled veteran" shall mean any veteran who has either lost, or lost the use of, one or both legs, or an arm or a hand, or who is blind, or who is permanently and totally disabled as certified by the Department of Veterans Affairs, or who has been so designated or classified by the Department of Veterans Affairs as meeting the requirements of Virginia Code § 58.1-3506(19), and that his/her disability is service connected. For the purpose of this section, a person is blind if he/she meets the provisions of section 46.2-100 of the Code of Virginia.

(d) An eligible disabled veteran may have no more than one motor vehicle taxed or levied pursuant to this section. All other motor vehicles owned or regularly used by said eligible disabled veteran shall be taxed or levied pursuant to the tax rate established by city council on motor vehicles.

(e) An application must be submitted to the Commissioner of Revenue by the eligible disabled veteran upon purchase, sale, replacement, or trade of the designated vehicle. Tax rate reductions will not continue with the vehicle upon transfer or sale nor will the reduced tax rate automatically or retroactively transfer to a new vehicle.

BE IT FURTHER ORDAINED that this Ordinance shall be effective upon passage and shall not be published.

READ AND PASSED: _____

TESTE: _____
Erika S. Dawley, City Clerk

Approved as to Form:



Helivi L. Holland, City Attorney

Resolutions

Staff Reports

AGENDA: April 16, 2014, Regular Session

ITEM: Motion - A motion to schedule a public hearing to be held on May 7, 2014, to receive public comment on changing the existing street name of Roundtree Crescent to Rountree Crescent.

A public hearing is necessary to receive public comment on changing the existing street name of Roundtree Crescent to Rountree Crescent.

RECOMMENDATION:

Schedule a public hearing for May 7, 2014

Motion to Schedule a Work Session

Non-Agenda Speakers

New Business

Announcements and Comments